

The 40 MAXit messages and 10 Rules to write Controlled English

ABBREVIATION	Indicates a possible new abbreviation, acronym or placard.	MEASUREMENT	Change this word or phrase to correct a vague measurement.	REPHRASE	Use the Simplified English dictionaries to write this sentence.
ADJECTIVE	This adjective does not modify a noun or another adjective.	MISSING REFERENCE	Rewrite this sentence and insert a noun subject or object.	SENTENCE LENGTH	This sentence exceeds 21 words. Rewrite one thought per sentence.
ADVERB	This adverb does not clearly modify a verb.	NAME-LABEL	Check the use of this word on labels, placards, panels and decals.	SPELLING	Check the spelling in the Simplified English dictionaries.
AGREEMENT	Check the subject agreement for this verb or pronoun.	NEGATIVE	Check the verb negation or the use of the words "no" or "not".	STYLE	Insert an article before the noun, or simplify the sentence structure.
APOSTROPHE	Do not use contractions or the possessive case.	NOT-IN-DICTIONARY	This word is not found in the Simplified English dictionaries.	TERMINOLOGY	Wrong use of terminology. Check the technical dictionaries.
AWKWARD	Rewrite this phrase because the sentence is awkward to read.	NUMBER	Use words for one to ten, except for measurements.	THAT-WHICH	Use "which" for inanimate objects, "who" for persons, "that" for others.
CAPITALIZATION	Check the use of capital letters. See the Style Section.	PARALLEL STRUCTURE	Check this sentence for parallel structure or use a bulleted list.	TRANSLATION	This word or phrase can cause problems in translation.
CHANGE-TO-NOUN	Change this verb to a noun or rewrite the sentence	PASSIVE VOICE	Where possible, change the passive voice to the active voice.	VERB TENSE	Remove the complex verb tense. Use the simpler present tense.
CHANGE-TO-VERB	Change this noun to a verb or rewrite the sentence.	PHRASAL VERB	For clarity, change the verb or remove the preposition.	WRONG CHOICE	MAXit suggests synonyms from the Simplified English dictionaries.
COMMA	Check this sentence for a missing, misplaced or required comma.	PREFIX-SUFFIX	Do not use this prefix or suffix.	WORD CLUSTER	There are three or more nouns in this cluster.
DELETE	You can delete or replace this word or phrase without loss of meaning.	PREPOSITION	Wrong position in sentence. Remove or move this preposition.	WRONG VERB	MAXit suggests better verbs from the Simplified English dictionaries.
GERUND	Do not use gerunds. Change the verb tense. Insert a noun subject.	PRODUCT LIABILITY	Make sure there are safety warnings near this word.	METRIC	Convert English measure to metric. (Optional)
HYPHENATION	Indicates a hyphen that must be removed or added.	PRONOUN	Change the pronoun to remove any references to gender.		
MEANING	This word has the wrong meaning for Simplified English.	PUNCTUATION	Change or remove this punctuation mark. See Style Section.		

- **Write positive statements**
- **Short sentences (24 words maximum)**
- **One thought per sentence**
- **Use approved nomenclature**
- **Use simple sentence structures**

- **Use the active voice**
- **Avoid gerunds and nouns as verbs**
- **Avoid the conditional tenses**
- **Avoid noun and word clusters**
- **Use only valid abbreviations**

MAXit
Controlled English Checker

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