

Multinational Team Language Clarity Checklist

Project/Meeting Details

Team/Project Name

Date

Participants

Language Clarity Checklist

- ☐ Is clear and simple language used throughout all communications?
- ☐ Are technical jargon or acronyms explained or avoided?
- ☐ Are written materials easy to understand for non-native speakers?
- ☐ Have key messages been highlighted or summarized?
- ☐ Have cultural differences in language usage been considered?
- ☐ Have instructions been double-checked for clarity and accuracy?
- ☐ Is there an opportunity provided for team members to ask questions?
- ☐ Have visual supports (charts, visuals) been provided when possible?

Notes / Feedback

Action Items

| Action Item | Responsible | Deadline | Status |
|-------------|-------------|----------|--------|
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