Easy Read checklist

Fifteen quick checks for any Easy Read document, whoever made it.

Words

- [ ] Sentences are short. Most are under 15 words.
- [ ] Each sentence has one idea.
- [ ] Words are everyday words.
- [ ] Hard words are in bold and explained straight away.
- [ ] It talks to the reader as “you”.
- [ ] Numbers are written as numerals, like 2 days.

Pictures

- [ ] Every idea has a picture beside it.
- [ ] Each picture shows the idea. It is not decoration.
- [ ] All the pictures are in one matching style.
- [ ] Pictures are on the left and words on the right.

Layout

- [ ] Type is 14 point or bigger, in a plain font.
- [ ] Lines are widely spaced, with lots of white space.
- [ ] Text is left aligned. No columns, italics or blocks of capitals.
- [ ] Pages are numbered and there is a word list at the back.

Facts

- [ ] Every date, fee, notice period, name and phone number matches the original.

The best check of all is to test the document with the people who will use it.
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