

VisAbility

Easy English Checklist (Large Print)

The accessible checklist below outlines key elements that should be considered when creating documents in Easy English.

- Any unavoidable technical words defined or explained with examples (“like...”)
- All acronyms expanded – e.g., “...Accessible Information Service. We say AIS.”
- Short sentences - 5-8 words per “chunk”
- Use of bullet points to break the sentences up
- One idea per sentence
- All sentences in the active voice

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- Everyday, culturally appropriate words used by the audience
- Examples that the reader can relate to
- Personal referencing: use of “you” and “we”
- Use of digits for ALL numbers, with an extra space on either side of the digit – e.g., “there are 9 people here”
- Lots of white space throughout the document
- Size 14 font, sans serif
- Use of relevant images, limit to 4 images per page
- Paper: matt finish, > 100gsm thickness