VisAbility

Easy English Checklist

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

- ☐ 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