

Creating Easy Read

Text checklist

Easy words

Familiar, everyday language is used.

Academic words and jargon are removed.

Complex words are in bold and explained.

Easy sentences

Each sentence introduces one idea only.

Sentences are no longer than two lines long.

Sentences use the active voice. For example, the actor comes before the action.

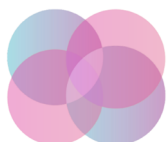
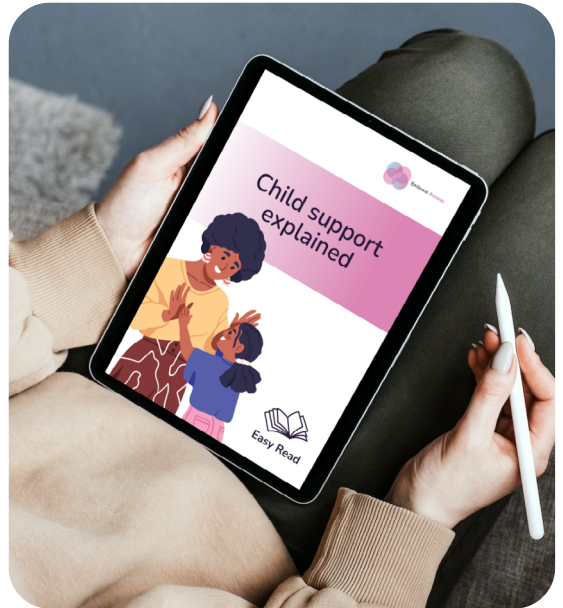
Sentences use second person pronouns. For example, **you** and **we**.

Helpful headings

Headings specifically describe the information for each section.

Each section is about a different topic. For example, there is no double-up of information.

The reader can use your headings to find what they need with ease.



Embrace **Access**