

Checklist for writing Easy-to-Read

Easy-to-read information is easy to find, easy to read and easy to understand for persons who has reading difficulties.

It is information that has a clear and logical structure. The text is written with common words. The sentences are short and simple to read and understand. The text is presented with an airy layout, short lines and with pictures that help the reader to understand the content.

Content

1. What difficulties does my reader have?
2. Have I chosen a content that is relevant to my reader?
3. Can I make my information shorter?
4. Does the text start with the most important information?

Language

1. Have I used common words in my text?
2. Are there words that I need to explain?
3. Have I used synonyms instead of repeating the same word?
4. Have I used words with double meaning in my text?
5. Have I used any expressions or metaphors?
6. Have I spelled out abbreviations?
7. Have I used abstract words that needs to be exemplified?
8. Have I used an active voice in my text?
9. Is it clear who is the sender and receiver?
10. Have I included numbers in my text? Are they important?
11. Have I kept the sentences clear and short?
12. Is there one information per sentence?

Layout

1. Is the layout clear and simple?
2. Is it easy to see where text begins and ends?
3. Is there enough space between the lines?
4. Are the lines 50-55 characters long?
5. Are the line breaks correct? Is it easy to read out the text loud?
6. Have I used a well-known font?
7. Is the size of the text big enough?
8. Have I avoided capital letters and italics?
9. Is the presentation airy with enough of empty spaces on the page?

Pictures

1. Are the pictures easy to understand?
2. Are the pictures helping the reader to understand the text?
3. Can I add more pictures or symbols?

Good luck!