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