

# Check It!

## How to use Check It!

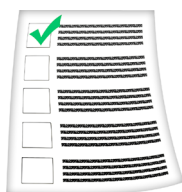


**Tools to check the quality of written information  
for people with learning disabilities**

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# Welcome



This pack will help you check the quality of:



- Information written for people with learning disabilities
- Easy Read versions of information for people with learning disabilities



Easy Read is more than easy words.

Easy Read information needs to be easy to find, easy to read, easy to understand and easy to use.



Llywodraeth Cymru  
Welsh Government

This pack is funded by the Welsh Government. It has been produced by Learning Disability Wales, Mencap Cymru, All Wales People First and All Wales Forum of Parents and Carers.



These organisations have also published a handbook called Clear and Easy.

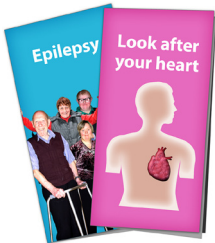


The handbook will help you produce clear written information for everyone.

You can use this pack to check:



- Letters



- Leaflets



- Easy Read versions of bigger documents like reports and consultations



We suggest you use this pack with a friend or colleague. It can be hard to answer all the questions by yourself. It is easier to do the checking with someone else.



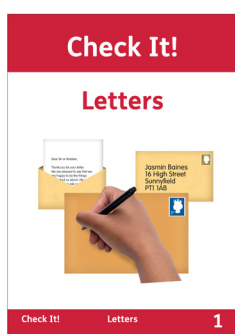
**Anne Collis**

**March 2012**

# Choosing the right tool

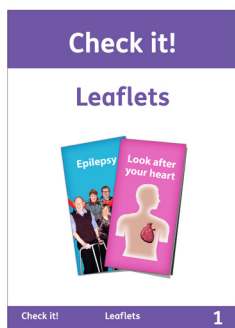
There are **3** tools in this pack.

Look at the document you want to check.



Is this a letter?

➔ Use the **red** tool called **Letters**



Is this a leaflet?

➔ Use the **purple** tool called **Leaflets**



Is this the Easy Read version of a big document, like a report or consultation?

➔ Use the **green** tool called **Easy Read versions**

# What is in each tool?

Each tool has:

- a list of instructions
- sets of questions
- instructions on how to score
- a score sheet



You need a new set of questions and a new score sheet for each document.



You can photocopy the sheets in this pack. You can print copies from the DVD that comes with this pack.



You can ask Learning Disability Wales to email you the sheets.

# Contact

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Author: Anne Collis and Bethany Lewis

Check It! has been developed as part of the Accessible Information and Learning Disability Awareness Training Project 2010-13. For more information contact Learning Disability Wales.

Phone 029 2068 1160

Email [enquiries@learningdisabilitywales.org.uk](mailto:enquiries@learningdisabilitywales.org.uk)

Check It! can be downloaded at [www.easyreadhealthwales.org.uk](http://www.easyreadhealthwales.org.uk)

