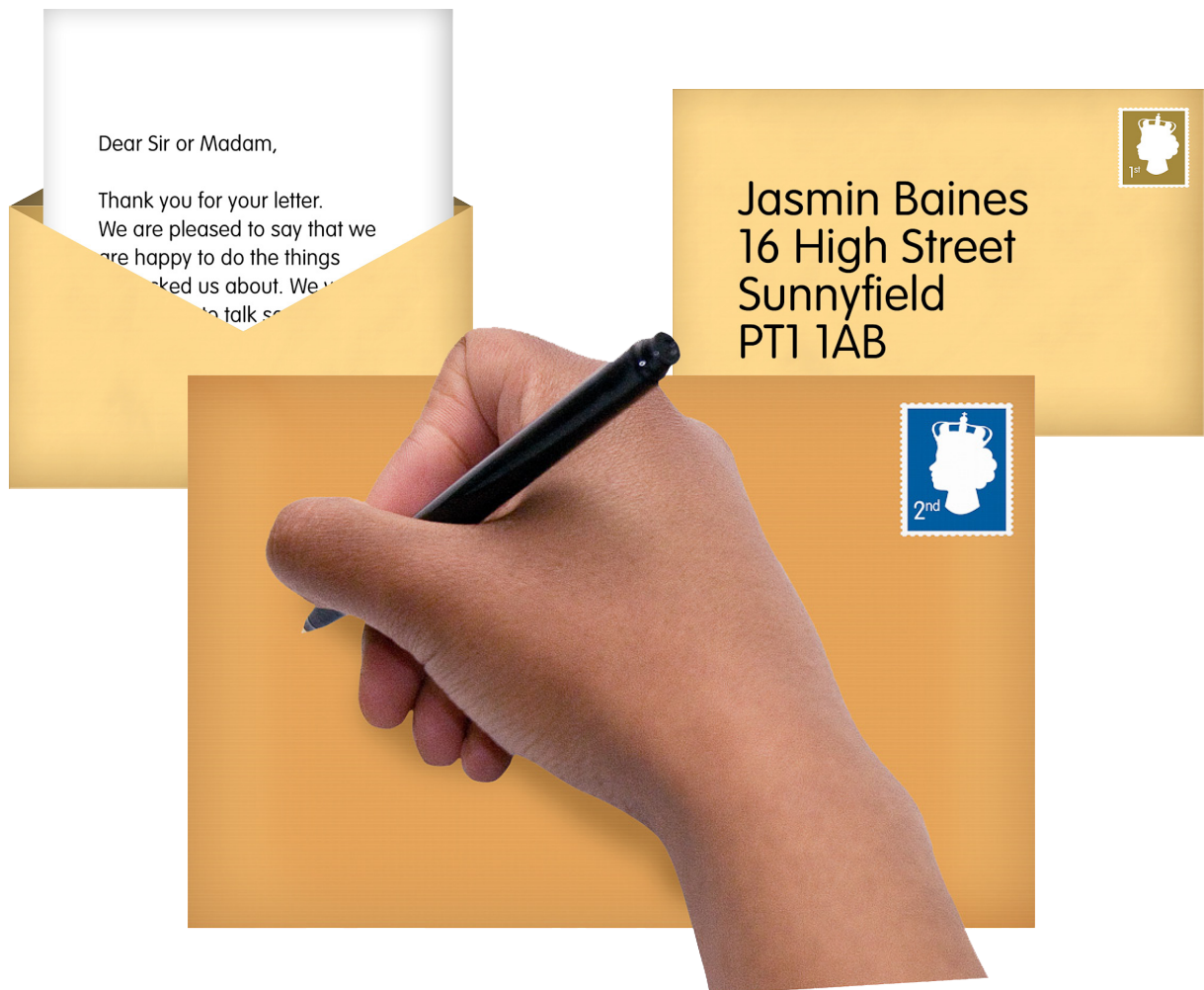


Check It!

Letters




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How to use Check It!

Answer all the questions that apply. You answer a question by putting a circle round the answer.

A question may not apply to the letter you are checking. Do not worry. Do not circle anything. Just go to the next question that applies.

Please  your answers.



means yes



means no



means sort of or sometimes



means I don't know

Envelope

1. Did the letter come in an envelope?



2. Is your name clear?



3. Is your address clear?



4. Is it easy to get the letter out of the envelope?



Information

5. Does the letter have a short, clear heading?

A clear heading

- says what the letter is about
- is in **bold**
- uses easy words
- is written under your name, at the start of the letter



6. Important things means things you must do, times and places. Is this information in bold?



7. Does the letter use a picture or symbol to point out anything you must do?



More about Information

8. Does the letter include all the information you need?



9. Does the letter say what organisation it is from?



10. Does the letter say who wrote the letter?



11. Does the letter say how to contact the person who wrote the letter?





Words

12. Are all the numbers written as figures? Figures means 1 (not one).



13. Look for some long sentences. Count the number of words in the longest sentence.

Choose  if there are 2-10 words


Choose  if there are more than 15 words


Choose  if there are 11-15 words




More about Words

14. Count the number of lines in the biggest paragraph.


Choose  if there are 1–3 lines


Choose  if there are more than 5 lines


Choose  if there are 4–5 lines



15. Read the letter. How many words do you think people may find hard to understand?

Choose  if there are 0–1 hard words

Choose  if there are 4 or more hard words

Choose  if there are 2–3 hard words



Layout

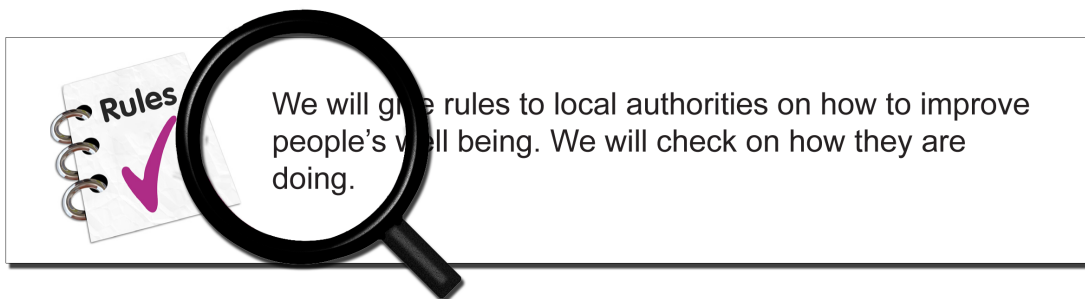
16. Is there a wide margin and plenty of blank space?



17. Is the last word on every line a whole word?



18. Does the text all line up on the left, like in the picture?



More about Layout

19. Are the ends of the lines all different lengths, like in the picture?



We will give rules to local authorities on how to improve people's well being. We will check on how they are doing.



20. Can you read the whole line without moving your head?



Design

21. Is the letter printed on good paper?

Good paper does not tear easily. Good paper is not shiny. With good paper, you can read the words even if there is a light behind the paper.




22. Is the letter easy to look at?

Choose 

if your eyes are comfortable looking at the letter

Choose 

if the design makes it hard to read, or gives you a headache

Choose 

if the letter uses lots of colours and different kinds of pictures



More about Design

23. Any photos, pictures or symbols should be at the left or above the words. Are they?



24. Look at any photos, pictures or symbols in the letter. Are you sure of what they mean?



25. Do the photos, pictures or symbols help you understand the writing?





26. Put the letter next to this page. Is the text this size or bigger?
(Check It! uses 16 point font).




More about Design

27. Is the font clear and easy to see?


Choose  if the letters look like **this** or **this** (very clear)


Choose  if the letters look like ~~this~~ or *this* (very difficult)

Choose  if the letters look like **this** or **this** (just okay)



28. Does the letter show clearly which words are most important?

Choose  if they use **bold** or a box

Choose  if they use CAPITAL LETTERS, *italics* or underlining



How to score

1. Get your score sheet and pen ready.
2. Go back to the start of the Check It! questions.
3. On the score sheet, put 1 tick under the symbol for each circle on the question sheets.
4. Count up your ticks.
5. On the score sheet, put a circle round the symbol that got the most ticks. If more than 1 got the same score, choose the symbol you think the letter deserves.

There is an example on page **15**.

Remember to fill in the boxes on the score sheet.

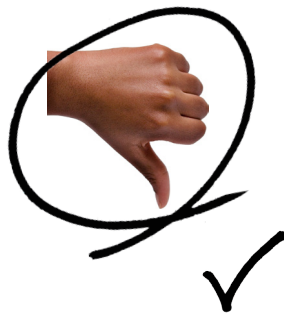
Don't forget to add your name and the date.

Example

1 Did the letter come in an envelope?



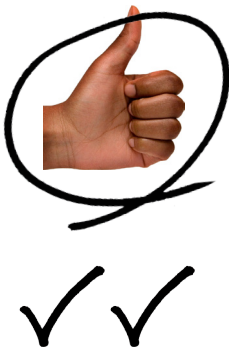
2 Is your name clear?



3 Is your address clear?



Score sheet



Score sheet part 1

Who sent the letter?

What is the letter about?

Envelope



Information



Score sheet part 2

Words



Layout



Design



Scored by

Date

Contact

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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.

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