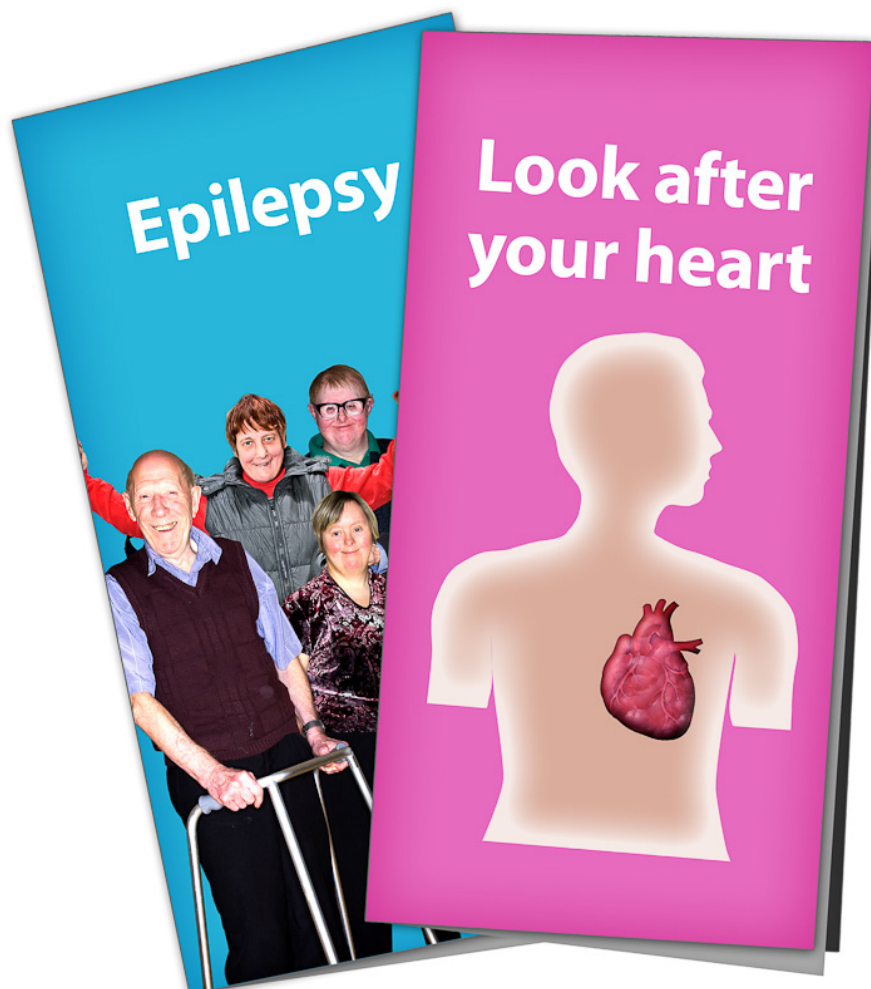


Check It!

Leaflets



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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 leaflet you are checking. Do not worry. Do not circle anything. Just go to the next question that applies.

Please circle your answers.



means yes



means no



means sort of or sometimes



means I don't know

Finding it

1. Was the leaflet easy to find?

Do not answer this question if you were given this leaflet so you can Check It!



2. Does the front page have a big picture, big writing and easy words?



3. Does the front page make it clear what the leaflet is about?



More about Finding it

4. Does the leaflet look friendly and easy to use?



5. Does the leaflet say who wrote it?



Information

6. Does the leaflet use stories, examples or quotes?



7. Check what the leaflet is about. Do you need to know the information in this leaflet?



8. Does the leaflet give you enough information to help you?



9. Try to tell someone what the leaflet says. Can you tell them?





Words


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



11. 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

12. 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



13. Read any 2 pages. 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

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



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



16. Is there a heading at the top of each page?

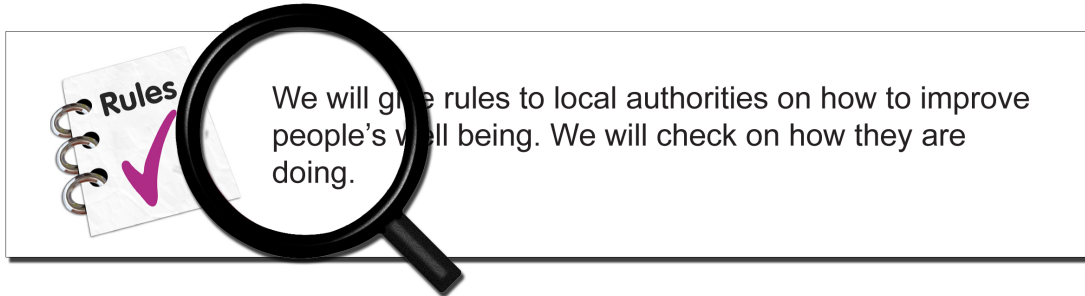


17. Do sentences start and finish on the same page?

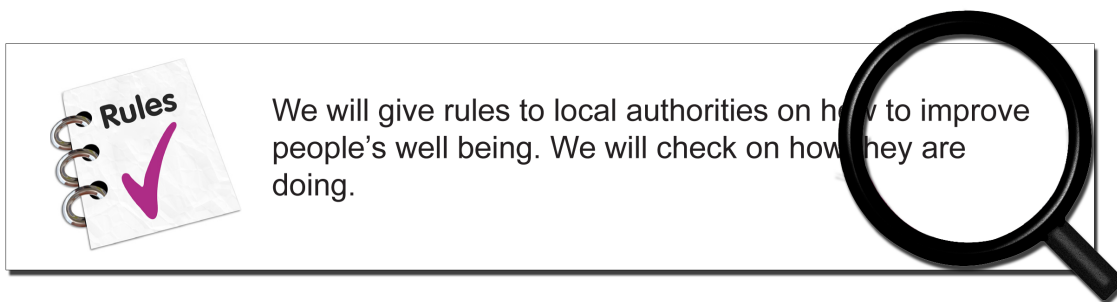


More about Layout

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



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



More about Layout

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




Design


21. Is the leaflet 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 page comfortable to look at?

Choose  if the page is comfortable to look at

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

Choose  if the page 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 leaflet. Is it clear what they mean?



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





26. Put the leaflet 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 leaflet 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 **16**.

Remember to fill in the boxes on the score sheet.

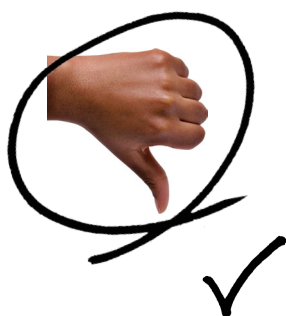
Don't forget to add your name and the date.

Example

1 Was the leaflet easy to find?



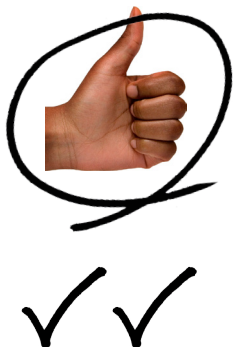
2 Does the front page have a big picture, big writing and easy words?



3 Does the front page make it clear what the leaflet is about?



Score sheet



Score sheet part 1

Who wrote the leaflet?

What is the leaflet about?

Finding it



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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