Check It!

Easy Read versions

Documents, reports and consultations

Contents

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 Easy Read version 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 Easy Read version easy to find?

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

2. Does the Easy Read version look as attractive as the original document?

3. Does the front cover have a big picture, big writing and easy words?

4. Does the front cover make it clear what the Easy Read version is about?

5.   Does the front cover have the date the document was produced on it?

6.   Does the Easy Read version look friendly and easy to use?

7.   Does the Easy Read version say who wrote it?

8. Does the Easy Read version have all the important points from the original document?

   Do not worry if you cannot answer this question.

9. Look at the list of headings. Are the headings clear?

   Choose if there are no headings.

10. Does the Easy Read version use stories, examples or quotes?

11. Does the Easy Read version give you enough information to help you?

12. Try to tell someone what the Easy Read version is about. Can you tell them?

Words

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

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

Choose if there are 2–14 words.

Choose if there are more than 20 words.

Choose if there are 15–19 words.

More about Words

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

Choose 👍 if there are 1–4 lines

Choose 👎 if there are 7 or more lines

Choose 🤔 if there are 5–6 lines

16. Read any 2 pages. How many words do you think people may find hard to understand?

Choose 👍 if there are 0–3 hard words

Choose 👎 if there are 6 or more hard words

Choose 🤔 if there are 4–5 hard words

Layout

17. Is there a wide margin and plenty of blank space on each page?

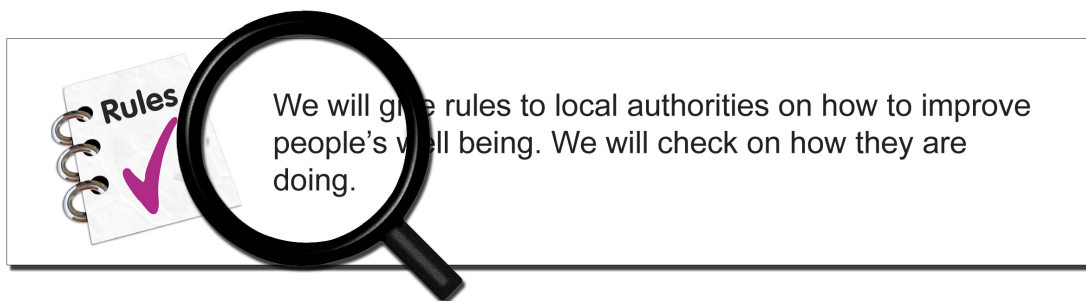18. Is the last word on every line a whole word?

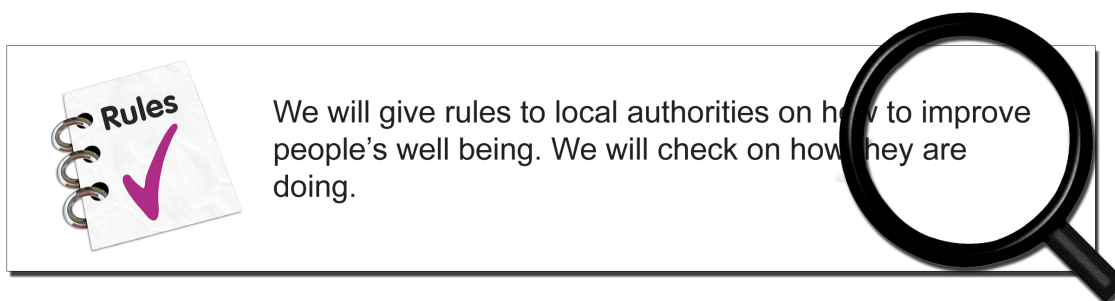19. Do sentences start and finish on the same page?

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

Rules ✓

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

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

Rules ✓

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

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

Structure

23. How long is the Easy Read version?

Choose if there are 1–15 pages

Choose if there are 25 or more pages

Choose if there are 15–24 pages

24. Is there a contents page?

25. Is there a welcome from the writer? A welcome may be called the Foreword.

26. Does the Easy Read version explain hard words? The words may be in a list or the words may be explained when they are used.

27. Does the Easy Read version say who wrote the original?

28. Does the Easy Read version say how to get the original version?

29. Does the Easy Read version say who produced the Easy Read version?

Design

30. Is the Easy Read version 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.

31. Are the pages 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

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

33. Look at any photos, pictures or symbols in the leaflet. Is it clear what they mean?

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

35. Put the leaflet next to this page. Are the letters this size or bigger? (Check It! uses 16 point font).

More about Design

36. 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)

37. Does the Easy Read version 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 the next page.
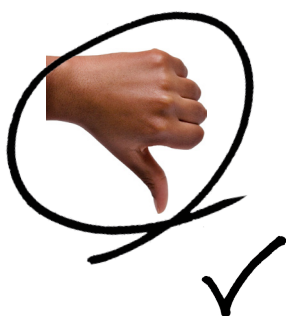
Remember to fill in the boxes on the score sheet.

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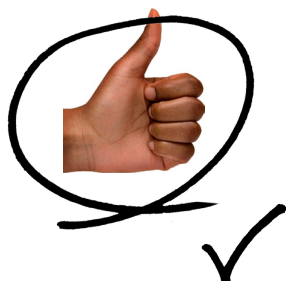
Example

1   Was the Easy Read version 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 Easy Read version is about?

Score sheet

Score sheet part 1

Name of the Easy Read version

What is the Easy Read version about?

Finding it

Information

Words

Layout

Structure

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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Check It! can be downloaded at www.easyreadhealthwales.org.uk