






Easy Read content

Not everyone finds long paragraphs of text easy to digest, and that is where Easy Read comes in. It is a way of presenting information that uses simple words and clear pictures to support the message. By stripping away the jargon, you make your guidance accessible to everyone, including people with learning disabilities or those who speak English as a second language.

There are organisations that provide official Easy Read training courses if you are interested, but everyone can keep a few key things in mind when making content to make it 'easier to read', more inclusive and accessible. They include:

-  **Simple language:** Use short sentences and avoid any technical jargon or metaphors.
-  **One idea per sentence:** Keep things focused so the reader doesn't get overwhelmed.
-  **Supportive imagery:** Use a relevant photo or icon next to the text to help explain the point.
-  **Plenty of white space:** Don't crowd the page; let the information breathe.
-  **Large, clear fonts:** Stick to sans-serif fonts like Arial or Calibri at a minimum of 14 point.

Example

If you are making a presentation or a document where you want to introduce the topic of online relationships to someone who may need the use of Easy Read, you need to make it easier to understand, as well as not make assumptions on their existing knowledge. Let's take a look at a sample paragraph below:

"Today we will be discussing the concept of online relationships in our group, focussing on the various pros and cons of such relationships, as well as understand why we need to be cautious and safe when connecting with others online."

There are a few things to point out here:

- Some of the language can be hard to understand

- There is the assumption that learners know exactly what online relationships mean, as well as know that there are risks involve
- Although the paragraph is easy to consume by a lot of people, it is not considering people with visual impairments or people with learning difficulties.

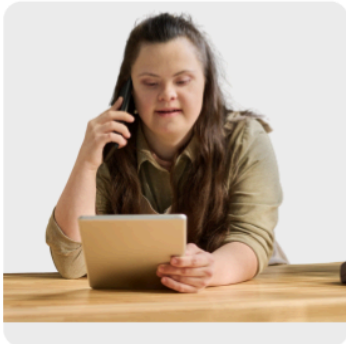
If you were to update this paragraph with the key ideas of Easy Read in mind, you will end up with something like the slides shown below:



We will be talking about
online relationships.



Online relationships are when you meet
people on the internet.



Some online relationships can be good
and safe.



Some can be tricky.

