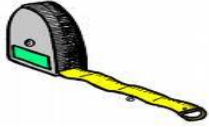


INCLUSIVE MEETINGS TIP SHEET 5

Tips for Creating Plain English & Pictorial Documents

Font & Spacing

Min. 14pt Arial



If possible use
1.5 – 2 line spacing

Not too Busy!!!!



- eg. not too 'crowded'
- this includes pictures

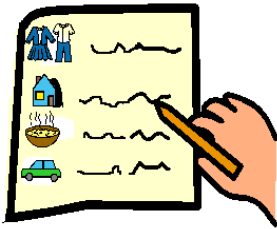


Use point form



- Points break up blocks of writing
- Points remind to keep it 'to the point'

Pictures / Photos



Choose pics for KEY
message/concept only

Avoid &/or Explain

Jargon.... *'person-centred'*

Acronyms... *IP&S; DSR*

Complex words *'innovation'*

The abstract *'individualised'*

Tangible



Use 'concrete' examples,
ie. actual person or place
name....eg. *residence –
use the house name*

'KISS'



Simple wording

Short sentences

*"We want to talk about
what you like to do"*

'To You'



Write *to the person,*
ie. *"you can"*

Provide....



A list of:

- Terms
- Acronyms
- Ways to get more info