



EASY READING INPUT within Erasmus+

„Project 2019-1-MK01-KA202-060265

Input within the online Consortium Meeting 28.5.2020

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The first1000days wurde mit Unterstützung der Europäischen Kommission finanziert. Die Verantwortung für den Inhalt dieser Veröffentlichung (Mitteilung) trägt allein der Verfasser; die Kommission haftet nicht für die weitere Verwendung der darin enthaltenen Angaben

Kofinanziert durch das
Programm Erasmus+
der Europäischen Union



What is EASY READING?

- Information, that is clear and easy to understand
- Support for persons with learning difficulties
- Written information supported by pictures
- Uses everyday words and has no jargons or acronyms

Key principles

- Think about the audience (who is reading my text)
- Think, what is your final product
- Set an appropriate time frame
- Include visual „anchors (what belongs to what?)



Key principles of EASY READING (1)

- Use wide margins
- Justify your text to the left
- Use 1,5 spacing between the lines
- Use large font (size 16)
- Use a clear font like Arial
- Use wide spaces, so the information is clear
- Use numbers, not the words for numbers
- Don't use text boxes

Key principles of EASY READING (2)

- Have 1 idea per page
- Group information around the same topic
- Use Headings and subheadings
- Always finish a word on the line
- Always finish a sentence on the same page
- Use symbols
- Don't put pictures over the word

Key principles of EASY READING (3)

Use SHORT sentences (avoid cobining sentences:
max. 15-20 words.

Example:

A common Language is important as it helps
parents and pupils during home visits.

BETTER

A common Language is important.

It helps parents and pupils at home.

Key principles of EASY READING (4)

- Write as if you are talking
- Use active verbs as much as possible
- Keep the language personal
- Do not underline, use BOLD
- Use full names
- Reduce punctuation
- Make sure that the layout is the same within all the document

KEY Principles (5)

AVOID „negative expressions“ (=negations)

ICF is not diagnostic tool

Better:

ICF describes the life of a person with developmental difficulties...

KEY Principles 3

AVOID „technical terms“

ICF describes a person in a holistic way.

Better:

ICF describes the whole life of a person

KEY Principles 5

AVOID „modal verbs“

ICF is able to/can/should/will assess which support a person with disability needs

Better:

ICF assesses the ability of a person. It helps. You know your support.

KEY Principles 5

Address children/young people directly

b150 sleep function

Better:

The sleep of my child.

My child

References

www.odi.govt.nz (A guide to making EASY READ information)

www.easy-read-online.co.uk (Basic guidelines for people who commission EASY READ information)