



Use this checklist to guide your creation of easy read resources. Once you have finished creating an easy read resource, complete this checklist to ensure it meets all of the guidelines.

Before beginning	Check
Read the "2021 Global Youth and Education Programming Department Easy Read Language Guide"	
Text	
The sentences are simple and do not contain unnecessary words	
The font is in Ubuntu	
The font size is appropriate for the target audience	
There are no metaphors ☹️ It's raining like cats and dogs 😊 It's raining heavy	
There is no humor or sarcasm ☹️ I made a genius decision to go to the store in my pajamas 😊 I made a poor decision to go to the store in my pajamas	
Numbers are used in place of numerals ☹️ Two 😊 2	
Pronouns are clear ☹️ Abby passed the ball to Sydney. She was happy about it.	

☺ Abby passed the ball to Sydney. Sydney was happy about it.	
There are no characters ☹ #, \$, %, &, >, @	
There are no abbreviations ☹ GYLS ☺ Global Youth Leadership Summit	
There are no italicized words ☹ <i>Special Olympics</i> ☺ Special Olympics	
Sentences	
The length of each paragraph is appropriate for the target audience	
The sentences do not contain double negatives ☹ That is not uncommon. ☺ That is common.	
The sentences are written in an active voice, not a passive voice ☹ 2 bottles of Gatorade were drunk. ☺ Oliver drank 2 bottles of Gatorade.	
There are bullet points used in place of lists with commas	
Review	
The resource was reviewed by people in the target audience and changes to the resource were made if necessary	

Depending on who your target audience is, you may want to consider some additional guidelines to make your resource more accessible. Additional guidelines are located on the next page.

Additional Guidelines	Check
There are more pictures	
The pictures are located on the left-hand side of the page	
The font size is at least 14 points	
The spacing is at least 1.5	
There are 15 words or less per sentence	
There are 3-7 sentences per paragraph	
There are subheadings	
There are page numbers located at the bottom right-hand side of the page	
There are clear line breaks	
Review	
The resource was reviewed by a review group in a review session	
The review group consisted of at least 3 people in the target audience	
The host of the review group went through the review questions with the review group	
The host completed the review session group form	
The translator made changes to the resource based on the feedback that was provided by the review group and host	