

Use simple words

E.g. Where you live rather than accommodation

Try to use "concrete"

language (words you can easily draw, point to or describe)



Use pronouns "I" "you" and "we" rather than "he/his" "she/hers"



Make a word list at the end with definitions and pictures of words that are difficult to understand



Be consistent: Use the same words

E.g. Use cup all the way through don't change it to glass or mug



Use full words not acronyms.

E.g. Department of Health not DOH
If possible use a generic term instead
E.g. Doctor not GP or General Practitioner



Making your WORDS easier to understand

Simplify fractions and percentages if they must be used.

E.g. 2 out of 10 people not 20%

Write numbers as figures (10) rather than words (ten)

**1 2 3 6 9
4 5 8 10**

Use actual dates and times rather than abstract concepts "yesterday" "tomorrow" etc.

These are more meaningful and can be used alongside a calendar as a visual aid.

WEDNESDAY

4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Use the 12 hour clock for time not the hour clock

24



Use specific amounts for quantities and sizes rather than abstract words such as "many" "few" and "some"

