SAMPLE PLAIN LANGUAGE

Plain language benefits several groups of people, such as people who have a learning disability, low literacy, or speak English as a second language.

To make information easier to understand, use the following:

• Make the font simple and bigger (size 18)

• Left orientation for whole page

• Simple, everyday words

• Make headings

• Use pictures that illustrate message

• "Thinking space" – make sure there is white space on the page so text is easy to follow

• Make sure all words aren't in capitals; only use correct capitalisation

• Use minimal punctuation

• Use bullet points to break up large amounts of text

• Avoid columns, use a single column of writing