



Easy to read – the rules for constructing easy to read texts

The primary purpose of constructing and editing easy text reading is that they are understandable for all its readers. The idea of creating this kind of texts was created among people who deal with persons with intellectual disabilities, but the problem with understanding difficult texts affects other people, for example, dyslexic, foreigners (who have a limited vocabulary) or deaf people.

There are European standards for the preparation of the text which is easy to read and understand. Within the project "Paths of adult education for people with intellectual disabilities" a guidebook was created. It is "information for all" and is about building a text which is easy to read and understand. Having in mind the above-mentioned work we can mention a few rules that should be followed to increase the affordability of communication in every aspect:

1) Sentences

- Create short and simple sentences, addressed to the recipient of the text,
- If possible, start each sentence on a new line and do not divide a single word into two parts, as shown in the example:



right	wrong
Tomorrow I will go for a walk, if the weather is nice.	Tomorrow I will go for a walk, if the we- ather is nice

- Use affirmativeness instead of negatives as shown in the example:

right	wrong
"You should go to the doctor"	"You should not neglect a visits to the doctor"

2) Words

- Use words that are commonly known, instead of complex concepts, such as:

right	wrong
the person to whom the aid was given	beneficiary
skip	abstract

- If you have to use a difficult word, carefully explain its relevance to specific examples,
 - Try not to use metaphors, because their meaning is not literal,
 - It is better to repeat several times the same word instead of using pronouns such as this, that, she, etc.
 - Avoid borrowings from foreign languages and shortcuts.



3) Numbers and numerals

- Avoid Roman numerals,
- Write numerals with numbers instead of words,
- Do not use digits-and-letter clusters in ordinal numbers,
- Avoid abbreviations of digital dates, as shown in the examples:

right	wrong
The second	2
13 March	13th of March
23.06.2014 r.	23 June 2014 year

- Try not to use percentages and large numbers. Instead, use such words as: little, a lot, most of, minority.

4) The composition of the text and format

- Use A4 or A5, which is easy to use, read and copy,
- Do not use unnecessary design or graphics as well as ornamental or dark background- they only disturb the reception of the text,
- It is easier to read dark text on a light background than vice versa,
- Graphics, if it is inserted, must be clear and legible - the same symbol in the text always means the same thing, such as illustrations of the book in a place where it is referred to the documents,
- A well-chosen and described photograph or drawing can convey more content than the text,



- Do not justify the text
- Do not use paragraphs,
- Give up the color printing,
- In the text the spacing between letters and words should be normal
- neither too tight nor too exploded,
- Do not put too much content on a single page
- Underscores, and dots should be used occasionally and only in appropriate cases.

5) Type

- Always use a clear and easy-to-read font, such as Arial,
- Avoid serif fonts (with decorative tails), such as Times New Roman,

right	wrong
Easy to read text - Arial	Difficult to read text – Times New Roman
Easy to read text – Tahoma	<i>Difficult to read text – Monotype Corsiva</i>

- Avoid writing the whole words in capital letters.

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