



Reviewing Consumer Resources

Name / title / type of resource

.....

Published / revision date

What is the purpose of this resource?

.....

.....

Who is the target audience?

.....

Where available?

Other languages?

Readability

You may like to use a Readability Assessment tool to measure the appropriateness of the content for your audience. Aim for a reading level of Year 6 for general audiences:

- SMOG (Simplified Measure of Gobbledygook):
<http://www.learningandwork.org.uk/SMOG-calculator/smogcalc.php>
- SAM (Suitability Assessment of Material):
www.dhhs.tas.gov.au/publichealth/health_literacy/health_literacy_toolkit/suitability_assessment_of_material_score_sheet
- Readability Score: Readability of text ranking based on several researched methods: <https://readability-score.com/text>

See also

- Communicate Clearly: A Guide to Plain English:
<http://26ten.tas.gov.au/PublishingImages/Tools/26TEN-Communicate-Clearly-A-Guide-to-Plain-English-Current-September-2014.PDF>
- 'How to design easy to read resources' training, details found at:
www.dhhs.tas.gov.au/wihpw/news_and_events/events2

Please tick appropriate box

	Yes	Needs improvement	No	Not relevant
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Resource content

The content aligns with the needs of your target audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information in the resource flows from one point to the next.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The resource uses simple and familiar words, short sentences and paragraphs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Each paragraph contains one concept or message. There is no excess wording.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The resource uses the active voice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any jargon or is explained, and abbreviations are spelled out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical terms and technical or difficult concepts are explained using simple, familiar words, with examples where appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key terms are used consistently throughout the resource.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any numbers are clear, easy to understand and avoided where possible – eg. Use 'very few people' rather than '1 out of 10,000 people'.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key points are summarised or emphasised where appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The topic areas in the resource have informative headers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The design helps the reader find information easily – eg, consistent use of fonts, headings, tables; limited use of upper case, italics and underlining; effective use of white space and dot points.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is clear what a reader is meant to do with the resource/information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The resource uses visual aids whenever these can make content clearer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual aids are appropriate to age, gender, culture etc. of the main audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graphics/information is clear when photocopied or printed in black and white.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The date and contact information is included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The resource content and readability has been tested with consumers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>