

How to write & produce easy read documents

9.30am	Introductions & welcome Learning goals & aspirations for the day
10.00 - 11.15	Presentation: What does it mean to make documents easy to read & why do we need this? PowerPoint presentation followed by a roundtable discussion.
11.15 - 11.30	Comfort break
11.30 - 12.30	Workshop 1 – Starting to present easy read information (practical) Key messages – what does your audience/user group need to know? The text – how to write clearly and break down jargon The pictures for easy read – how to select appropriate images for easy read Putting the two together – how to begin to edit text to make it easier to read/easy read - a step-by-step process Document examples from organisation
12.30 - 13.30	Lunch

13.30 - 14:45

Workshop 2 – Creating easy read documents

Using the techniques we have started to practise in Workshop 1, we will work together in groups to convert text and select images to produce an easy read version and a child friendly version of 2 short documents.

Document examples from organisation

14.45 – 15.00

Comfort break & discussion

15.00 – 16.00

Workshop 3 – Document clinic & checking procedures

We will use this hour to work on documents and/or cover other issues around making documents easy read. Using real life examples we will work together in small groups to convert these documents into either easy read or child friendly documents.

We will also look at checking processes and how to check a document with a user-testing group.

16.00

5 minute comfort break

16.05 - 16.30

Findings & learning outcomes – the future

Learning outcomes

Action points & questions

The future