



Specialists in plain English  
and easy read information

## What will the training cover?

This full day course will give you an excellent introduction to plain English and easy read, including the similarities and differences and the key principles involved in communicating successfully with your audience.

You will gain a valuable insight into how to produce information to good practice plain English and easy read standards and how to apply this to your work.

Topics include:

- ✓ An overview of plain English and easy read, including a review of examples: what are they, how do they differ, when should they be used?
- ✓ The key principles involved in communicating clearly – the recipe for success.

Including:

- Identifying your audience and their needs
  - Identifying the best format for your information
  - Identifying key points and information to include
  - Using easier words and explaining complex ideas
  - Considering layout and structure
- ✓ The key techniques to producing successful easy read, such as short sentences, easy words, clear images, simple layout and design and involving your audience
  - ✓ Action points and next steps
  - ✓ Any other topics you specifically want to cover

## Surgery session

At the end of the training participants will have the chance to put their learning into practice for either plain English or easy read, using their own materials. People can work individually on this, but it is often better for people to work in small groups to facilitate discussion and exchange of ideas. The trainer will be on hand to answer any questions.

## Added extras

Included in the cost of the training is a review by the trainer of one document in total produced by participants after the training.

## Checking your easy read information

Making it Clear works with a local self-advocacy group of people with a learning disability.

The group provides a consultancy service and can check any easy read documents you produce, for a separate charge.

## Dates and times

Making it Clear offers you flexibility and cost savings by travelling to you to carry out the training. We would be happy to arrange a mutually convenient date, time and location.

**Making it Clear.**

**Easy read, plain English, training & consultancy services.**

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