



## What is Easy Read?

Easy read is a way of sharing information so it is easy to understand



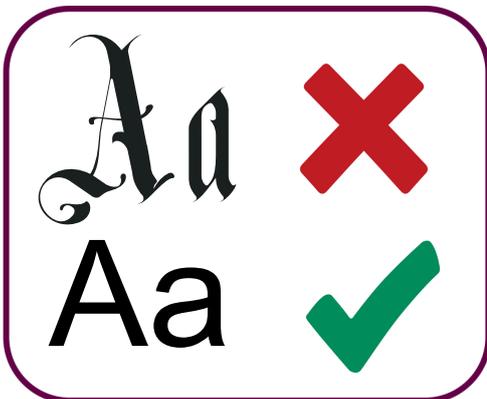
It uses

- easy words and
  - short sentences and
  - pictures
- to explain things.



And uses

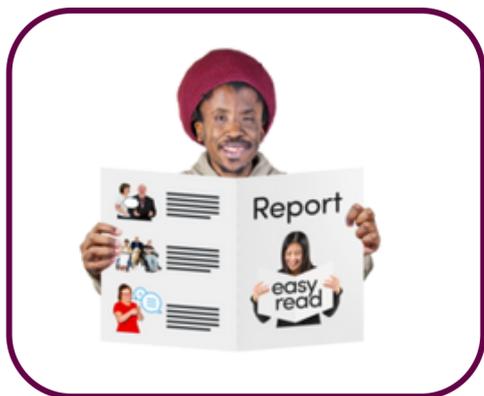
- plain
  - big text
- to make it easier to read.



You can make things that are hard to understand into easy read.

Things like:





- Reports



- Forms



- Instructions



- Letters



- Agendas



- Meeting minutes



If you have to use a hard word, you should explain what it means.

- Example: meeting minutes is a list of things that were spoken about at the last meeting.



Using Easy Read is a good way to help people:



- Make choices



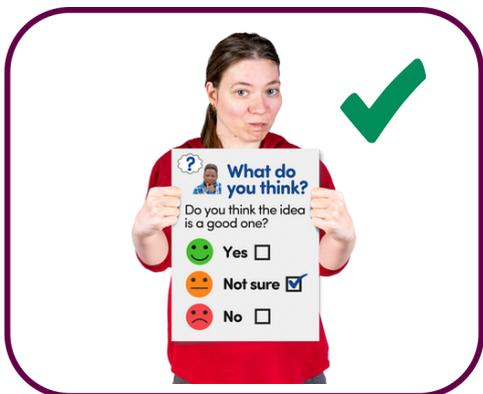
- Ask for help



- Be more independent



- Know your rights



- Understand questions they need to answer



When you make easy read information, it is good to work with people with a learning disability.



At MacIntyre we have the Easy Read Creators who help us create easy read documents



We also have the Easy Read Advisors who are people with a learning disability or autism



The Easy Read Advisors check to see if the information is easy to read



This document was:

- Checked and signed by MacIntyre Advisors
- Made with photosymbols