

EASY ENGLISH

Other names:

Easy Read, Easy Write, Easy Info, Easy Access, easy-to-read, aphasia friendly.

What is it?

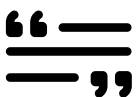
Easy English is an accessible and alternative form of communication. It has a distinct format that is simple to read.

Who is it for?

For people who have difficulties reading and understanding English. It helps people with:

- Low literacy
- Intellectual disabilities
- English as a second language.

FEATURES OF EASY ENGLISH



- Short sentences



- Simple, everyday words



- Key information



- Explains hard words



- Dot points



- Clear sections and headings



- Images to support each point



- Lots of white space



- Large text size



PLAIN ENGLISH

Other names:

Plain language, plain writing, layman terms, layperson terms.

What is it?

Plain English is a direct style of writing which is easy and quick to understand. Its goal is to make sure the audience can understand the information the first time they read or hear it. The reader or listener should be able to take informed action based on this information.

Who is it for?

For people with reasonable literacy skills, around Year 7 to 9 level (12 to 14 years of age). It is used to reach a general audience.

Features of Plain English

- Short sentences
- Short paragraphs
- Simple, everyday words, avoiding jargon
- Clear sections of text
- Headings that are easy to understand
- Adequate white space