

# Criteria for Easy Language

A checklist

Or

## What has to be paid attention to?

### Language

#### Word level

|                                 |   |
|---------------------------------|---|
| <b>Popularity and frequency</b> | Use well-known and frequent words often<br>If necessary, give easy explanations     |
| <b>Word length</b>              | Use short words,<br>if you can't avoid long words hyphenate them sensibly           |
| <b>Positive statements</b>      | Avoid negative statements<br>if necessary change the sentence                       |
| <b>Active Voice</b>             | Avoid passive voice,<br>if necessary change the sentence                            |
| <b>No conditional</b>           | Avoid conditionals,<br>if necessary change the mood of the original text            |
| <b>Personal address</b>         | Use you to address the reader,<br>it increases the motivation to read on            |
| <b>No word divisions</b>        | Do not divide words at the end of a line.<br>Write the whole word on the next line. |

#### Sentence level

|                           |   |
|---------------------------|---|
| <b>Short sentences</b>    | If possible only use one idea per sentence only                                   |
| <b>Sentence structure</b> | No nesting, avoid in-built sub-clauses  |
|                           | If really necessary, only use simple sentence combinations, but try to avoid them |
|                           | Clear sentence structure consisting of subject, predicate and object              |

|                   |  |
|-------------------|--|
| <b>Redundancy</b> | Repeat information,<br>Add new information to previously given information |
|-------------------|--|

## Text level

|                                  |  |
|----------------------------------|--|
| <b>Logical text structure</b>    | Things that belong together should be written together<br>Structure the text with paragraphs and headlines |
| <b>Important content first</b>   | Attention is highest at the beginning of the text  |
| <b>Delete unnecessary things</b> | Delete unnecessary information   |

## Design

|                                    |   |
|------------------------------------|---|
| <b>Font</b>                        | Use clear type font with clear contrast<br>Only use a maximum of two type fonts<br>Use font size 14 at least<br>Highlight important things or headlines in bold print or underline them |
| <b>lines</b>                       | Use short lines,<br>Only one sentence per line  |
| <b>Line spacing</b>                | Use at least single line spacing, 1.5 line spacing, however, is better  |
| <b>Alignment</b>                   | Only use left alignment   |
| <b>General design</b>              | Leave a big enough margin<br>Do not put too much text on one page   |
| <b>Symbols, pictures, drawings</b> | Use clear pictures, symbols or drawings to structure and motivate   |