

# Office for Disability



## Accessible written communication checklist

Use this checklist to help you quickly and easily assess whether your written information is accessible to people with a range of different disabilities. This checklist is a guide only. It reflects some of the issues outlined in the publication **Inclusive consultation and communication with people with a disability**. This guide contains further information on written communication.

This is available at

[www.officefordisability.vic.gov.au/research\\_and\\_resources.htm#communication](http://www.officefordisability.vic.gov.au/research_and_resources.htm#communication)

	Yes	No
Will you make alternative formats of your information available, such as:		
• Easy English, picture or photo versions?	<input type="checkbox"/>	<input type="checkbox"/>
• A summary version?	<input type="checkbox"/>	<input type="checkbox"/>
• Large print?	<input type="checkbox"/>	<input type="checkbox"/>
• Audiotape?	<input type="checkbox"/>	<input type="checkbox"/>
• Braille?	<input type="checkbox"/>	<input type="checkbox"/>
• Electronic formats accessible to adaptive technologies (including CD, email or the Internet)? For example, a Word version as well as a PDF version. This will be more accessible to people with a vision impairment using technology such as screen readers.	<input type="checkbox"/>	<input type="checkbox"/>
• Community languages?	<input type="checkbox"/>	<input type="checkbox"/>
Have you worked with local culturally and linguistically diverse (CALD) and Indigenous services to develop your material in a culturally appropriate manner?	<input type="checkbox"/>	<input type="checkbox"/>
Have you used local media (for example, Vision Australia Radio, CALD press, etc) to promote your information?	<input type="checkbox"/>	<input type="checkbox"/>

	<b>Yes</b>	<b>No</b>
Do you have a TTY facility available so people who are Deaf or hearing-impaired can contact you to talk about your information?	<input type="checkbox"/>	<input type="checkbox"/>
Does your material: use terms such as 'person with a disability' rather than 'disabled person'; avoid stereotypes such as 'the handicapped'; avoid terms such as 'suffering from'?	<input type="checkbox"/>	<input type="checkbox"/>
Is your document written:		
▪ with short sentences	<input type="checkbox"/>	<input type="checkbox"/>
▪ in an active voice	<input type="checkbox"/>	<input type="checkbox"/>
▪ using positive rather than negative sentences	<input type="checkbox"/>	<input type="checkbox"/>
▪ giving explanations of new or complex concepts	<input type="checkbox"/>	<input type="checkbox"/>
▪ using concrete examples	<input type="checkbox"/>	<input type="checkbox"/>
▪ without using acronyms, metaphors, puns and colloquialisms?	<input type="checkbox"/>	<input type="checkbox"/>
Have you used a larger font size (at least 12 point) and a sans serif font (for example Arial)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you avoided using BLOCKS OF TEXT WRITTEN IN CAPITAL LETTERS?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured that your margins are the same width on both sides of the page, with the right hand margin unjustified?	<input type="checkbox"/>	<input type="checkbox"/>
Is the printed information in black/dark text on a light coloured background or white text on a dark coloured background?	<input type="checkbox"/>	<input type="checkbox"/>
Have you avoided using pictures behind the text?	<input type="checkbox"/>	<input type="checkbox"/>
Have you printed your material on paper with a matt finish and <b>not</b> a gloss finish?	<input type="checkbox"/>	<input type="checkbox"/>

	<b>Yes</b>	<b>No</b>
Have you used a paper stock that is thick enough to avoid text showing through from the other side?	<input type="checkbox"/>	<input type="checkbox"/>
Have you separated paragraphs with blank lines?	<input type="checkbox"/>	<input type="checkbox"/>
Are your Internet web pages accessible to people with a range of disabilities?*	<input type="checkbox"/>	<input type="checkbox"/>
Avoid columns or tables of text. If you do you use tables, repeat the name of the column in each cell.	<input type="checkbox"/>	<input type="checkbox"/>

\* For further information on accessible websites visit:

[www.officefordisability.vic.gov.au/research\\_and\\_resources.htm#websites](http://www.officefordisability.vic.gov.au/research_and_resources.htm#websites)