



TOOLKIT for Making Written Material Clear
and Effective




Table of contents

U.S. Department of Health & Human Services
Centers for Medicare & Medicaid Services

Overview of the Toolkit

The *Toolkit for Making Written Material Clear and Effective* was written for the Centers for Medicare & Medicaid Services (CMS) by Jeanne McGee, McGee & Evers Consulting, Inc. As shown below, it has 11 parts. It is available in PDF format at <http://www.cms.gov>.



Centers for Medicare & Medicaid Services (CMS)

Toolkit for making written material clear and effective

Table of Contents

for all 11 parts of the toolkit

SECTION 1

Background

PART 1 About this toolkit and how it can help you *(16 pages)*

PART 2 Using a reader-centered approach to develop and test written material *(25 pages)*

SECTION 2

Detailed guidelines for writing and design

PART 3 Summary List of the "Toolkit Guidelines for Writing and Design" *(24 pages)*

PART 4 Understanding and using the "Toolkit Guidelines for Writing" *(4 chapters; 96 pages)*

PART 5 Understanding and using the "Toolkit Guidelines for Graphic Design" *(8 chapters; 219 pages)*

SECTION 3

Methods for testing material with readers

PART 6 How to collect and use feedback from readers *(19 chapters; 259 pages)*

SECTION 4

Special topics for writing and design

PART 7 Using readability formulas: A cautionary note *(39 pages)*

PART 8 Will your written material be on a website? *(14 pages)*

PART 9 Things to know if your written material is for older adults *(15 pages)*

PART 10 "Before and after" example: Using this Toolkit's guidelines to revise a brochure *(38 pages)*

SECTION 5

Detailed guidelines for translation

PART 11 Understanding and using the "Toolkit Guidelines for Culturally Appropriate Translation" *(44 pages)*



SECTION 1 Background



About this Toolkit and how it can help you

What is the Toolkit?.....	1
The Toolkit focuses on written material for CMS audiences.....	2
What are “low literacy skills”?.....	3
The Toolkit is a health literacy resource	7
How can the Toolkit help you?	12
End notes	13

List of figures:

<i>Figure 1-a.</i> What makes written material clear and effective?.....	10
--	----



Using a reader-centered approach to develop and test written material

Preface about the Toolkit	1
A reader-centered approach	2
Remember that you are writing for your readers, not yourself.....	4
Look at motivation from your readers’ point of view.....	10
Learn by observing where and how the material will be used	11
Focus on removing common barriers	13
Orient toward the subset of readers who are less knowledgeable, less attentive, and less skilled at reading	17
Get help from readers on what to say and how to say it.....	19
Rely on feedback from readers as the ultimate test	22
End notes	23

List of figures:

<i>Figure 2-a.</i> Tips for being reader-centered	3
<i>Figure 2-b.</i> Common differences between those who create written material and the readers who use it.....	5
<i>Figure 2-c.</i> Resources for being reader-centered.....	8
<i>Figure 2-d.</i> Example: using field observation to improve written instructions for physical therapy exercises.....	12
<i>Figure 2-e.</i> Barriers that can keep people from understanding and using written material.....	14
<i>Figure 2-f.</i> Example: taking the reader’s perspective to identify possible barriers in written material.....	15



SECTION 2

Detailed guidelines for writing and design



Summary List of the “Toolkit Guidelines for Writing and Design”

Introduction	1
Tips on how to use the Toolkit Guidelines	2
A list of the “Toolkit Guidelines for Writing”	7
A list of the “Toolkit Guidelines for Design”	11
How were the Toolkit Guidelines developed?	21
References	23



Understanding and using the “Toolkit Guidelines for Writing”

Chapter 1. Guidelines for content of your written material

Introduction.....	1
Can readers tell at a glance what the material is for? (<i>guideline 1.1</i>).....	3
What do the readers want and need to know? (<i>guideline 1.2</i>)	6
Is the content culturally appropriate? (<i>guideline 1.3</i>)	7
Repeat new concepts and summarize the most important points (<i>guideline 1.4</i>)	10
Is the content accurate and up to date? (<i>guideline 1.5</i>).....	13
How much information should you include? (<i>guideline 1.6</i>)	14
Does the material tell who produced it and give a publication date? (<i>guideline 1.7</i>).....	16
End notes	17

List of figures in this chapter:

<i>Figure 4-1-a.</i> Toolkit guidelines for content of written material	2
<i>Figure 4-1-b.</i> Examples of titles	5
<i>Figure 4-1-c.</i> Asking about ethnicity in a culturally appropriate way.....	9
<i>Figure 4-1-d.</i> Using a summary list in an easy-to-read booklet	12

Chapter 2. Guidelines for organization (grouping, sequencing, and labeling the content)

Introduction.....	18
Pace readers through the material by grouping it into meaningful chunks (<i>guideline 2.1</i>).....	20
Put the information in an order that works well for readers (<i>guideline 2.2</i>)	21
Use plenty of headings and subheadings (<i>guideline 2.3</i>)	29
Make headings specific and informative (<i>guideline 2.4</i>)	31
Use reference devices to help readers navigate through the material (<i>guideline 2.5</i>)	34
End notes	37

List of figures in this chapter:

Figure 4-2-a. Toolkit guidelines for organizing written materials 19
Figure 4-2-b. Six ways to organize and present information 24
Figure 4-2-c. Comparing two ways to present information 27
Figure 4-2-d. Subheadings make a long list of bullet points easier to read..... 30
Figure 4-2-e. Comparing two versions of headings for a 12-page booklet..... 32

Chapter 3. Guidelines for writing style

Introduction..... 39
Write in a conversational style, using the active voice (*guideline 3.1*)..... 42
Make the sentences simple and relatively short (*guideline 3.2*) 45
Be direct, specific, and concrete (*guideline 3.3*) 50
Give the context first, and incorporate definitions into the text (*guideline 3.4*) 52
Create cohesion (*guideline 3.5*) 57
Use words that are familiar and culturally appropriate (*guideline 3.6*)..... 60
Use technical terms only when readers need to know them (*guideline 3.7*) 66
Write as simply as you can (*guideline 3.8*) 68
End notes 72

List of figures in this chapter:

Figure 4-3-a. Toolkit guidelines for writing style 40
Figure 4-3-b. Variations in sentence length 49
Figure 4-3-c. Making your text direct, specific, and concrete 51
Figure 4-3-d. Putting the context at the beginning of a sentence prepares
readers to understand the rest of the sentence 53
Figure 4-3-e. Incorporating specific explanations into your text 54
Figure 4-3-f. Be cautious about using symbols to explain concepts..... 56
Figure 4-3-g. Create cohesive text..... 58
Figure 4-3-h. Examples of ways to simplify legal language..... 62
Figure 4-3-i. Guidelines for writing about people with disabilities 64
Figure 4-3-j. Using readability formulas: a summary of concerns
and recommendations 69

Chapter 4. Guidelines for engaging, motivating, and supporting your readers

Introduction..... 75
Does the material have a positive and friendly tone? (*guideline 4.1*) 77
Use devices to get readers actively involved with the material (*guideline 4.2*)..... 80
Are instructions specific and culturally appropriate? (*guideline 4.3*)..... 88
Do readers trust the information sources? (*guideline 4.4*) 90
Can readers relate to the health statistics you give? (*guideline 4.5*) 91
Does the material say how to get help or more information? (*guideline 4.6*) 93
End notes 94

List of figures in this chapter:

Figure 4-4-a. Toolkit guidelines for engaging, motivating, and supporting your readers 76
Figure 4-4-b. How would these messages make you feel? 78
Figure 4-4-c. Example of a true-or-false format 82
Figure 4-4-d. A variation on true-false that says, “You may have heard” 83
Figure 4-4-e. Using proverbs and quotations 86
Figure 4-4-f. Giving readers a family tree diagram to record family medical history 87



Understanding and using the “Toolkit Guidelines for Graphic Design”

Chapter 1. Tips for learning about design and working with design professionals

Introduction.....1
Resources for learning about graphic design2
Choosing a graphic designer5
Working effectively with design professionals.....6
End notes7

List of figures in this chapter:

Figure 5-1-a. Resources for learning about basics of graphic design3

Chapter 2. Guidelines for overall design and page layout

Introduction9
Goals of document design 10
Things to know about the “Toolkit Guidelines for Design” 11
List of guidelines covered in this chapter 12
Consider how the material will be used (*guideline 5.1*) 13
Make it appealing at first glance (*guideline 5.2*)..... 18
Create a clear and obvious path for the eye to follow (*guideline 5.3*)..... 20
Maintain a consistent style and structure (*guideline 5.4*) 36
End notes 39

List of figures in this chapter:

Figure 5-2-a. Toolkit guidelines for overall design and page layout 12
Figure 5-2-b. Ideas for size and shape of written materials..... 16
Figure 5-2-c. “Reading gravity” and its implications for effective page design 22
Figure 5-2-d. Two layouts - one is compatible with “reading gravity” and one is not 27
Figure 5-2-e. Why putting short blocks of text off to the side makes written material more difficult for less-skilled readers 30
Figure 5-2-f. Why it is tricky to design a tri-fold brochure for ease of navigation..... 33
Figure 5-2-g. A page grid establishes consistent placement of text and design elements 38

Chapter 3. Guidelines for fonts (typefaces), size of print, and contrast

Introduction.....	41
List of guidelines covered in this chapter	42
Background on terms used to describe fonts.....	45
Guidelines for choosing fonts (<i>guidelines 6.1, 6.2, and 6.3</i>).....	49
Make the print large enough for easy reading by your intended readers (<i>guideline 6.4</i>) ..	53
Avoid using “all caps” (<i>guideline 6.5</i>)	56
For text emphasis, use boldface or italics (with restraint) (<i>guideline 6.6</i>).....	59
Use very dark colored text on very light non-glossy background (<i>guideline 6.7</i>)	61
Do not print text sideways or on top of shaded backgrounds, photos, or patterns (<i>guideline 6.8</i>).....	67
Adjust the spacing between lines (<i>guideline 6.9</i>).....	72
Left justify the text and headings (<i>guideline 6.10</i>)	76
Make lines an appropriate length for easy reading (<i>guideline 6.11</i>)	78
Watch where lines of text break (<i>guideline 6.12</i>)	79
End notes	81
<i>List of figures in this chapter:</i>	
<i>Figure 5-3-a.</i> Toolkit Guidelines for fonts, size of print, and contrast	42
<i>Figure 5-3-b.</i> How contrast between text and background affects ease of reading	62
<i>Figure 5-3-c.</i> Printing text on a shaded background reduces contrast and makes it harder to read	68

Chapter 4. Guidelines for headings, bulleted lists, and emphasizing blocks of text

Introduction.....	83
List of guidelines covered in this chapter	84
Create a clear and prominent hierarchy of headings and subheadings (<i>guideline 7.1</i>)	85
Use contrast and other devices to make headings and main points stand out on each page (<i>guideline 7.2</i>)	88
Format bulleted lists for ease of reading (<i>guideline 7.3</i>).....	91
Use effective ways to emphasize important blocks of text (<i>guideline 7.4</i>)	96
End notes	103
<i>List of figures in this chapter:</i>	
<i>Figure 5-4-a.</i> Guidelines for headings, bulleted lists, and emphasizing blocks of text	84
<i>Figure 5-4-b.</i> Improving the impact of visual accents	90
<i>Figure 5-4-c.</i> Suggestions for formatting lists of bulleted points.....	92
<i>Figure 5-4-d.</i> Replacing the shaded background and boxed-in text: Ideas for better ways of emphasizing important blocks of text	98

Chapter 5. Guidelines for use of color

Introduction..... 105
Using color in printed materials..... 106
List of guidelines covered in this chapter 108
Choose colors that are appealing and culturally appropriate (*guideline 8.1*)..... 109
Use color sparingly in a consistent and deliberate way (*guideline 8.2*) 111
Choose colors that work well for design purposes (*guideline 8.3*)..... 115
Take into account how your readers perceive colors (*guideline 8.4*)..... 119
End notes 120

List of figures in this chapter:

Figure 5-5-a. Toolkit Guidelines for use of color..... 108

Chapter 6. Guidelines for use of photographs, illustrations, and clip art

Introduction..... 122
Images are powerful..... 123
Where can you get images for your materials? 123
List of guidelines covered in this chapter 128
Images should relate directly to the material and reinforce its meaning (*guideline 9.1*).. 130
Images should be clear, uncluttered, and consistent in style (*guideline 9.2*) 136
Images need to be culturally appropriate (*guideline 9.3*)..... 142
Facial expressions and body language should match the situation (*guideline 9.4*)..... 150
Take special care in using symbols (*guideline 9.5*) 153
Avoid using images with visual humor or caricature (*guideline 9.6*) 155
Pay attention to the quality, size, placement, and labeling of images (*guideline 9.7*) 157
Check for accuracy and pretest with readers (*guideline 9.8*)..... 159
Additional tips for choosing and editing clip art..... 161
End notes 166

List of figures in this chapter:

Figure 5-6-a. Toolkit guidelines for use of photos, illustrations, and other visuals 128
Figure 5-6-b. Choice of an illustration affects the emotional tone of your material 131
Figure 5-6-c. Using images to depict how eye diseases affect vision..... 132
Figure 5-6-d. For a unified look, keep images consistent in style..... 140
Figure 5-6-e. Using repetition of design elements to foster unity 141
Figure 5-6-f. Choosing clip art that looks realistic, natural, and respectful..... 161
Figure 5-6-g. Editing clip art to improve the focus on the main subject..... 164

Chapter 7. Guidelines for tables, charts, and diagrams

Introduction.....	168
Toolkit guidelines for tables, charts, and diagrams.....	169
A reader-centered approach to using tables, charts, and diagrams (<i>guideline 10.1</i>).....	171
Provide clear and informative labeling (<i>guideline 10.2</i>).....	173
Create a clear and uncluttered layout that includes strong visual and written cues (<i>guideline 10.3</i>).....	179
Take extra care in explaining numbers and calculations (<i>guideline 10.4</i>).....	184
Verify ease of understanding by getting feedback from readers (<i>guideline 10.5</i>).....	187
End notes.....	188
<i>List of figures in this chapter:</i>	
<i>Figure 5-7-a.</i> Toolkit guidelines for making tables, charts, and diagrams.....	170
<i>Figure 5-7-b.</i> Reducing the cognitive burden of cross-referencing within a chart.....	176
<i>Figure 5-7-c.</i> Making comparison charts easier for people to understand and use....	180
<i>Figure 5-7-d.</i> Income charts are hard to interpret.....	186

Chapter 8. Guidelines for forms and questionnaires

Introduction.....	190
About forms and questionnaires.....	191
Why work on improving your forms and questionnaires?.....	191
Guidelines for forms and questionnaires.....	193
Begin with a clear title and statement of purpose (<i>guideline 11.1</i>).....	196
Ask only for information that's really necessary (<i>guideline 11.2</i>).....	198
Make the layout clear, uncrowded, and appealing (<i>guideline 11.3</i>).....	199
Keep instructions brief and place them right where they are needed (<i>guideline 11.4</i>)....	202
Limit the number of formats for collecting answers (<i>guideline 11.5</i>).....	205
Try to avoid using a grid format to collect information (<i>guideline 11.6</i>).....	213
Create a straight and simple path through the form that minimizes cross-references and skip patterns (<i>guideline 11.7</i>).....	214
Do usability testing to get reactions from readers (<i>guideline 11.8</i>).....	217
Take into account how forms and questionnaires will be processed (<i>guideline 11.9</i>)....	218
End notes.....	219
<i>List of figures in this chapter:</i>	
<i>Figure 5-8-a.</i> Guidelines for creating clear and effective forms and questionnaires ...	194
<i>Figure 5-8-b.</i> Improving the title and initial instructions on a form.....	197
<i>Figure 5-8-c.</i> Use elaborated instructions to provide context and incorporate explanations.....	204
<i>Figure 5-8-d.</i> Sample questionnaire with examples of formatting.....	207
<i>Figure 5-8-e.</i> Comparing hard and easy ways to ask for name and date of birth.....	211
<i>Figure 5-8-f.</i> Formatting a follow-up question to avoid the need for skip instructions.....	216



SECTION 3

Methods for testing material with readers



How to collect and use feedback from readers

Chapter 1. Introduction to Toolkit Part 6	1
Chapter 2. What's involved in doing a project to get feedback from readers?	13
Chapter 3. Introducing the four methods for getting feedback from readers	39
Chapter 4. Five steps for designing a reader feedback session	52
Chapter 5. Creating a list of "feedback issues" to use in testing the material	62
Chapter 6. Should you do individual interviews or focus groups?	77
Chapter 7. Which feedback collection methods work best for which purposes?	92
Chapter 8. Phrasing your questions to get the most useful feedback from readers.....	101
Chapter 9. Tips for collecting particular types of feedback from readers	120
Chapter 10. Creating a written guide for conducting feedback sessions.....	142
Chapter 11. Creating and using a "Session Summary Form"	152
Chapter 12. Should you do audio or video recording of your sessions?	161
Chapter 13. Choosing a location for your feedback sessions	168
Chapter 14. How will you select and recruit participants?	177
Chapter 15. Tips for recruiting people on site for immediate participation in a feedback interview	197
Chapter 16. Tips for recruiting people by telephone to set appointments for feedback sessions.....	204
Chapter 17. Conducting feedback interviews and taking notes.....	216
Chapter 18. Tips for effective interviewing technique	226
Chapter 19. Using feedback from readers to improve written material	253



SECTION 4

Special topics for writing and design



Using readability formulas: A cautionary note

Introduction

Background on the Toolkit.....	1
What are “readability formulas”?.....	1

Reasons for caution

Why be cautious about using readability formulas?	4
<i>Reason for caution 1:</i> Readability formulas ignore most factors that contribute to ease of reading and comprehension	5
<i>Reason for caution 2:</i> Grade level scores tend to be unreliable.....	9
<i>Reason for caution 3:</i> Grade level scores are less precise than they sound and prone to misinterpretation.....	12
<i>Reason for caution 4:</i> Imposing a grade level requirement has the potential to do harm	14

Recommendations

Recommendations for using readability formulas.....	16
<i>Recommendation 1:</i> Do not use readability formulas to assess overall suitability	17
<i>Recommendation 2:</i> Pick your formula and method carefully	19
<i>Recommendation 3:</i> Interpret reading grade level scores broadly as indicating a general range of difficulty.....	22
<i>Recommendation 4:</i> Report grade level scores in ways that acknowledge their narrow scope and limitations	24

Instructions for using readability formulas

Instructions for using the Fry method	28
Instructions for using the SMOG	35

Acknowledgments and references

End notes	38
-----------------	----

List of figures:

<i>Figure 7-a.</i> What grade level do you think it is?	2
<i>Figure 7-b.</i> Reasons for caution in using readability formulas	4
<i>Figure 7-c.</i> Readability formulas ignore the active role of the reader.....	6
<i>Figure 7-d.</i> Readability formulas alone can't tell you whether written materials are clear and effective	8
<i>Figure 7-e.</i> What does a readability score actually mean?	13
<i>Figure 7-f.</i> Recommendations for using readability formulas	16
<i>Figure 7-g.</i> The Fry Method and the SMOG at a glance	21
<i>Figure 7-h.</i> Interpreting scores from readability formulas as ranges of difficulty	23

Figure 7-i. Example of reporting the scores from readability formulas 25
Figure 7-j. Instructions for using the Fry method by hand to score text 28
Figure 7-k. An example that applies the Fry method to a sample of text 32
Figure 7-l. Instructions for using the SMOG to score text 35



Will your written material be on a website?

Introduction.....1
Printed materials and websites - how do they differ?2
Do the “Toolkit Guidelines for Writing and Design” apply to websites?5
Suggested resources for website writing and design.....6
Are you using a website to distribute documents for users to download and print?8
End notes 13

List of figures:

Figure 8-a. Printed materials and websites - how do they differ?.....2
Figure 8-b. Tips for formatting PDF documents to make them easier to use 10



Things to know if your written material is for older adults

Introduction.....1
How aging can affect literacy skills2
How can you help older readers?6
Helping older readers who have vision limitations7
Helping older readers who have experienced declines in cognitive skills9
End notes 14

List of figures:

Figure 9-a. The impact of aging on literacy skills: Some things change but others do not.....2
Figure 9-b. Older people are different in the way they make decisions.....5
Figure 9-c. Ways to make written material easier for people who have vision limitations.....8
Figure 9-d. Strategies for writing and design that help reduce cognitive burden on older adults and other readers 10



“Before and after” example: Using this Toolkit’s guidelines to revise a brochure

Introduction	1
Panel-by-panel commentary on the original brochure	2
Changes to be made in revising the brochure	14
Panel-by-panel commentary on the revised brochure	17
Comparing the original and revised brochures	28
Reference list of Toolkit guidelines	29
End notes	38
<i>List of figures:</i>	
<i>Figure 10-a. The original Quit Line brochure (shown first in miniature, and then followed by a page-by-page commentary)</i>	<i>3</i>
<i>Figure 10-b. The revised Quit Line brochure (shown first in miniature, and then followed by a page-by-page commentary)</i>	<i>17</i>
<i>Figure 10-c. Comparing the original and revised brochures.....</i>	<i>28</i>



SECTION 5

Detailed guidelines for translation



Understanding and using the “Toolkit Guidelines for Culturally Appropriate Translation”

Introduction.....	1
Common problems with the quality of translated documents	2
How can you safeguard the quality of translations?	7
Toolkit Guidelines for Culturally Appropriate Translation.....	8
<i>Guideline 1: Does it make sense to translate the material?</i>	<i>10</i>
<i>Guideline 2: To get a good translation, start with a good text in English</i>	<i>12</i>
<i>Guideline 3: Choose a method of translation</i>	<i>13</i>
<i>Guideline 4: Plan how you will format the translated document.....</i>	<i>20</i>
<i>Guideline 5: Use skilled professionals to do the translation</i>	<i>28</i>
<i>Guideline 6: Give the translator clear instructions and a full briefing</i>	<i>32</i>
<i>Guideline 7: Translate for meaning (rather than word for word), in a culturally sensitive way</i>	<i>34</i>
<i>Guideline 8: Review the translated text for accuracy, cultural suitability, and ease of use.....</i>	<i>39</i>
<i>Guideline 9: Use an editor to review and polish the translation</i>	<i>41</i>
<i>Guideline 10: Careful proofreading is the final step.....</i>	<i>42</i>
End notes	42

List of figures:

Figure 11-a. Common problems with the quality of translated documents.....3
Figure 11-b. Step-by-step guidelines for translating written materials.....8
Figure 11-c. Five things to look for in a translator..... 28
Figure 11-d. Questions to ask when you are screening translators 30
Figure 11-e. Example of cross-cultural adaptation in a Spanish translation
(adding a cross-cultural comparison) 38

This document is the overall Table of Contents for the *Toolkit for Making Written Material Clear and Effective*. The Toolkit has 11 Parts. It was written for the Centers for Medicare & Medicaid Services (CMS) by Jeanne McGee, PhD, McGee & Evers Consulting, Inc. The guidelines and other parts of the Toolkit reflect the views of the writer. CMS offers this Toolkit as practical assistance to help you make your written material clear and effective (not as requirements from CMS).

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