



CHECKLIST FOR ASSESSING AND CREATING PATIENT FRIENDLY MATERIALS

	<u>Yes</u>	<u>NO</u>	<u>Comments/Modifications</u>
<u>General Content/Appeal</u> <ul style="list-style-type: none">• Limit content to 2 or 3 key objectives. Does not provide too much information or try to cover everything at once.			
<ul style="list-style-type: none">• Content is limited to what patients really need to know/desired behavior changes are stressed.			
<ul style="list-style-type: none">• A summary that stresses what to do is included.			
<u>Writing Style/Text Construction</u> <ul style="list-style-type: none">• There is little or no technical jargon.			
<ul style="list-style-type: none">• Written at or below 6th grade level			
<ul style="list-style-type: none">• Use of one or two-syllable words			
<ul style="list-style-type: none">• Use of short paragraphs			
<ul style="list-style-type: none">• The writing is in conversational style, active voice.			
<ul style="list-style-type: none">• Avoid all but the most simple table and graphs.			
<u>Organization/ Appearance</u> <ul style="list-style-type: none">• Ample white space with pages or sections appearing uncluttered			



<ul style="list-style-type: none">• Use of headings and subheadings to separate blocks of text			
<ul style="list-style-type: none">• Uses bulleted lists. Preferable.			
<ul style="list-style-type: none">• Illustrations are simple and serve to amplify the text. Large font (min. 12 point) with serifs is used.			
<ul style="list-style-type: none">• No more than two or three font styles on a page			
<ul style="list-style-type: none">• Use of uppercase and lowercase text			
<ul style="list-style-type: none">• Avoidance of italics, stylish fonts, and reverse print			
<u>Cultural and Linguistic Appropriateness</u>			
<ul style="list-style-type: none">• Content is gender, age, and culturally appropriate of the target audience.			
<ul style="list-style-type: none">• The material closely matches the logic, language and experience of the intended audience.			
<ul style="list-style-type: none">• Text is vivid and interesting.			
<ul style="list-style-type: none">• Tone is friendly.			