

Job Aid

Plain Language G.R.I.D.

If the answer to more than three of these questions is **no**, many adults with low literacy skills may find the material difficult to read and use.

Grade Level:

- Y N Is the information written at a 6th grade level or below?

Relevance:

- Y N Is the information accurate, up-to-date, and complete?
 Y N Is the information what your client **needs** and **wants** to know?
 Y N Is the information sensitive to your client's gender, age, and cultural or ethnic background?

Interest:

- Y N Is the information written in a friendly and conversational style?
 Y N Is the information organized in a logical way?
 Y N Is the information written in plain words?
 Y N Are important ideas or key messages repeated?

Design:

- Y N Does the design make good use of white space?
 Y N Is the font size 12 point, or larger?
 Y N Is the text written in serif font?
 Y N Does the text have a ragged, rather than justified, right margin?
 Y N Do illustrations help make the message clear?
 Y N Are the illustrations properly labeled and the caption close to the picture?

The content for this material was excerpted from the Canadian Public Health Association, National Literacy and Health Program - *Plain language G.R.I.D.* Available at: http://www.cpha.ca/uploads/portals/h-l/easy_does_it_e.pdf (page 48).

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