

Review of workshops through a literacy and plain English lens



to ensure easy to understand
Community Health Workshops



facilitated by

Edel Finan, Regional Literacy Coordinator, WWETB



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Workshop Objectives

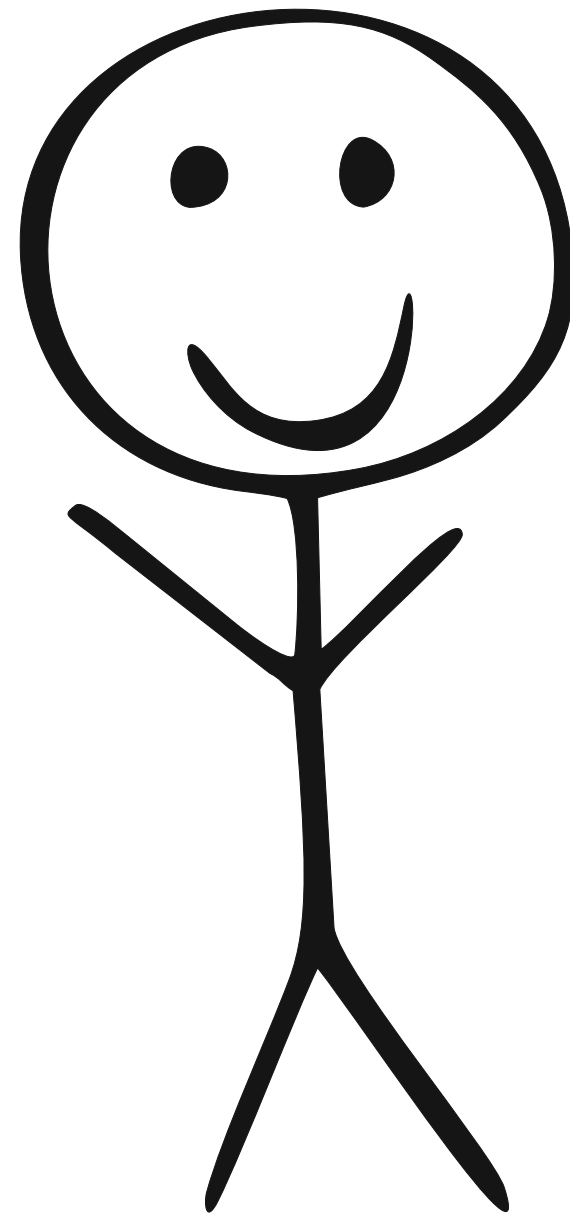
- Understand how to assess your workshop for accessibility and clarity.
- Apply plain English and literacy-friendly principles to your workshop slides, handouts, and delivery style.
- Gain confidence in making small, meaningful changes to ensure your workshop is inclusive.

Why this matters

- This piece is often where people with unmet literacy needs are left behind
- You've already done great work and completed Adult Literacy for Life's online awareness courses.
- Today – a great opportunity to work together, review your workshops through a literacy and plain English lens and learn from each other.

Who are the people you most want to reach with your workshops?

Can you describe them?



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Easy to Understand Community Health Workshops: a group review of workshops through a literacy and plain English lens

Alcohol Awareness

Movement Matters

Cancer Prevention
Awareness

Smoking and
Vaping Awareness

Mental Health &
Wellbeing Awareness

Healthy Eating

First: What's working well?

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1

Audience

- Have you imagined your audience?
- Is your tone appropriate and engaging for people with unmet literacy needs?
- Are your examples relevant and culturally sensitive?

2

Language and Jargon

- Are you using everyday words – the words of your audience?
- Are technical terms explained in plain language?
- Are you using the active voice (I/we and you)?
- Are your sentences short and direct (15–20 words)?

3

Design and Layout

- Have you put the most important information first (inverted pyramid)?
- Are your slides and handouts visually clear?
- Is there enough white space, simple colour contrast, image relevance?

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4

Text Clarity

- Font style (sans serif for example Arial, Helvetica or Poppins) and font size (minimum 12 pt)?
- Is text chunked with headings and bullet points?
- Are you using bigger text or bold for emphasis (not underline or italics)?
- Is your line spacing 1.5?

5

Facilitation and Verbal Delivery

- Have you thought about venue and seating arrangement?
- Is your workshop interactive?
- How will you explain information?
- Have you included opportunities to check for understanding? For example Teach Back?

6

Next Steps and Support

- Are you providing handouts / materials?
- Are referral pathways clear and easy to follow?
- Is there a clear call to action that's achievable?
- How are you collecting feedback / evaluation of workshop at the end?

Tools



[The Customer Communications Toolkit for Services to the Public – A Universal Design Approach](#)



[NHS A-Z of health writing.](#)



[NALA's plain English guidelines at a glance](#)



[ALL and NALA Writing and Design Tips](#)



[HSE Guidelines for Communicating Clearly using Plain English with our Patients and Service Users](#)



[WebAIM Contrast Checker](#)

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ALL

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A large, blank, lined page with a spiral binding at the top, resembling a notebook or a page for writing. The page has a black border and a series of light blue horizontal lines. The spiral binding is at the top, with seven visible loops.

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Your feedback on this morning

- Please complete the short evaluation form.

Follow up

- If you have questions after today or would like additional support please contact me: Edel Finan, Tel: 086 084 5354 | Email: edelfinan@wwetb.ie

Thank you