

Resource E: Plain (Accessible) Language:

Consider the following when preparing or delivering any communication to Board or Committee Members:

- ▶ When you use a new or unfamiliar term, explain it in as simple words as possible.
- ▶ Be direct and stick to one point or topic at a time.
- ▶ Write down the main ideas you want to share.
- ▶ Use short sentences, usually fewer than 15 words.
- ▶ Use short words where possible (one or two syllables).
- ▶ Use common words, such as “car” instead of “vehicle.” If you must use a more complex word, explain what it means in the same sentence.

For more information, access the Community Legal Education Ontario resource on [Plain Language](#).

Plain Document Formatting

Wherever possible, documents should:

- ▶ Be double-spaced.
- ▶ Use at least 14-point font.
- ▶ Use a sans serif font, such as Arial or Calibri.
- ▶ Use high-contrast colours, such as black or dark blue text on a white background.
- ▶ Include clear, bold headings.
- ▶ Use sub-headings when they help organize information.
- ▶ Include alternative text for images so screen readers can read a description aloud.

Accessible Presentations

For presentations (for example, PowerPoint):

- ▶ Use clear language and avoid jargon that is only known in the Developmental Services sector.
- ▶ Clearly state the purpose of the presentation and how it connects to the topic (for example, the strategic plan).
- ▶ Start with a “Key Information” slide and end with a “Summary” slide.
- ▶ Be clear about what you need from the Board or Committee (for example, awareness, better understanding, input, advice, or approval).
- ▶ Use “you” language to tell Board or Committee what action you want them to take or what is specific to their role.
- ▶ Let the audience know they can ask you to speak louder, slower, or in a different way if they need.