Readability & Suitability in Action

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Learning Objectives

After completing this training, you will be able to:

- Identify the elements of readability
- Discuss the factors of suitability by examining the Suitability Assessment of Materials (SAM)
- Determine if materials are "not suitable", "adequate" or "superior", and discuss the characteristics of each
- Discuss the practical application of plain language, visual rhetoric and other suitability principles in the writing process to ensure materials score "superior" for educating a broad consumer audience about their health



What is Readability?

- How easy or hard it is to read something
- Role of reading grade level (RGL)
 - What makes up reading grade level -
 - U.S. Stats average RGLs
 - Stats on current levels of health information designed
 - 3 levels of literacy
 - Numeracy
 - Document
 - Prose
 - Recommended levels for addressing Health Literacy and reaching a broad consumer audience
- RGL assessment
 - Original purpose(s)
 - Types
- Beyond RGL

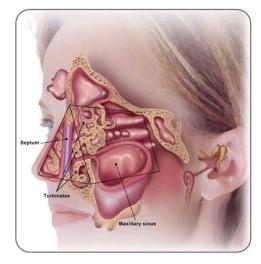


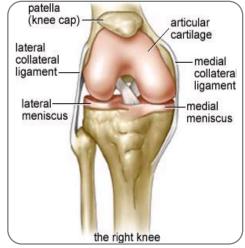
People with Low Health Literacy have difficulty with...





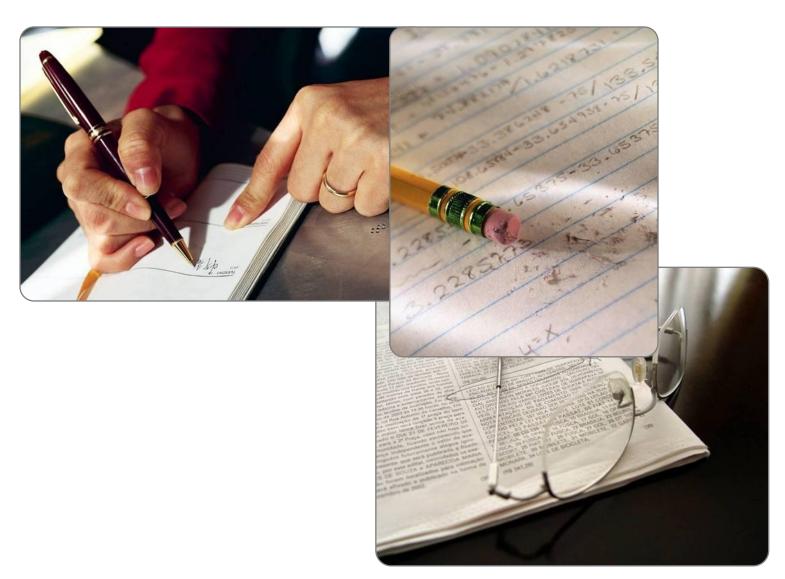
Vegetables	Fruits	Proteins
Each contains 25 calories	Each contains 60 calories	Each contains 75 calories
Carrots, Broccoli, Zucchini, Cabbage	Small Banana or Apple	1 egg
If cooked then take ½ cup	Or	Or
Else take	1 Cup Strawberries	1 ounce beef, Pork chop, Mozzarella cheese
1 cup	Or	Or
	1 orange	2 Ounces Fish fillet, Shellfish or Fat free cheese







Literacy Defined



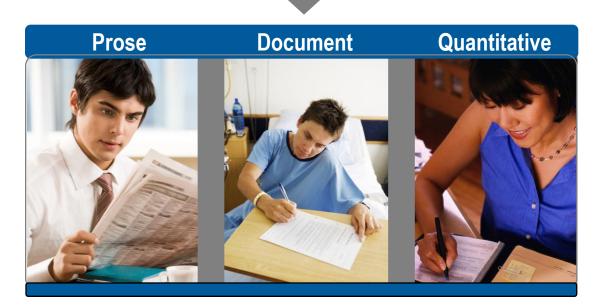


Literacy Development

Learn to Read

Read to Learn

Read to Do





Your naicisyhp has dednemmocer that you have a ypocsonoloc. Ypocsonoloc is a test for noloc recnac. It sevlovni gnitresni a elbixelf gniweiv epocs into your mutcer. You must drink a laiceps diuqil the thgin erofeb the noitanimaxe to naelc out your noloc.



Your physician has recommended that you have a colonoscopy. Colonoscopy is a test for colon cancer. It involves inserting a flexible viewing scope into your rectum. You must drink a special liquid the night before the examination to clean out your colon.



The phaonmneal pweor of the hmuan mnid, aoccdrnig to rscheearch at Cmabrigde Uinervtisy, it dseno't mtaetr in waht oerdr the Itteres in a wrod are, the olny iproamtnt tihng is taht the frsit and Isat Itteer be in the rghit pclae. The rset can be a taotl mses and you can sitll raed it whotuit a phoerlm. Tihs is bcuseae the huamn mnid deos not raed ervey Iteter by istlef, but the wrod as a wlohe. Azanmig huh?



What is Understandability?

- Definition
- Role of plain language in reaching a broader audience
 - Definition
 - -Why it's important
 - Other agencies, initiatives, calls for action





Words as Tools?

 Members of an avian species of identical plumage congregate



 It is fruitless to become lachrymose over precipitately departed lacteal fluid

Male cadavers are incapable of yielding any testimony



Reader-Based Communication

- Designed with the reader in mind
- The reader decides what is clear or "plain"
- Plain language is a process a means to an end
- Plain language is not absolute as readers vary, so too will "plainness"
- Plain language includes:
 - planning
 - drafting
 - testing
 - revising
 - verifying





What are the Basic Elements of Plain Language?

- Logical organization with the reader in mind
- Use of "you" and other pronouns
- Concrete terms

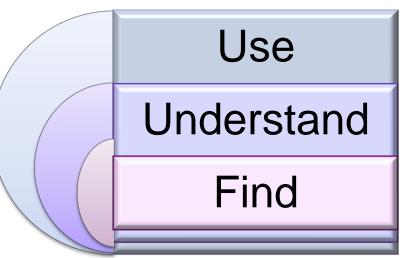
- Active voice
- Short sentences
- Common, everyday words
- Easy-to-read design features



What is Usability?

- Definition
- Role of visual rhetoric in reaching a broader audience
 - Definition
 - –Why is it important?
 - -How is it being used elsewhere?

Users should be able to...





Suitability – Putting all the Pieces Together

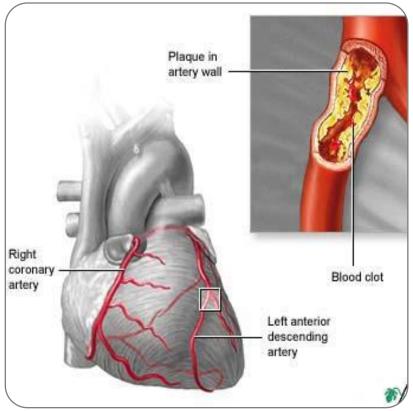
SAM (Suitability Assessment of Materials created by Doak and Doak)

- Graphics
- Layout and typography
- Content
- Learning stimulation and motivation
- Literacy demand
- Cultural appropriateness



Graphics

- Cover graphic shows purpose
- Type of graphics
- Relevance of illustrations
- Lists, tables, graphs & charts explained
- Captions used for graphics

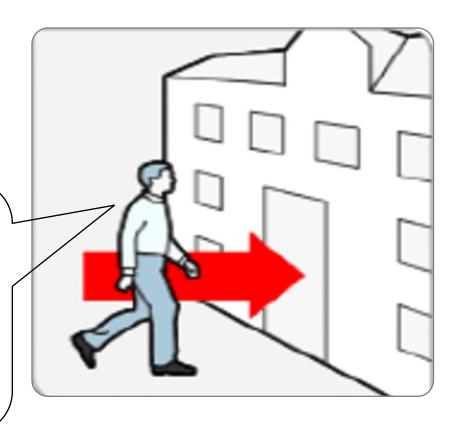




Pictures as Tools?

Are pictures appropriate and easy to "read"?

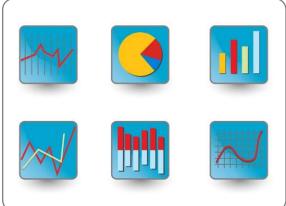
After exposure to radiation it's important to consider that you may have mutated to gigantic dimensions; so watch your head!





Illustrations, Diagrams and Graphs

- Purpose to inform
 - Conveys specific information
 - Relates to content
 - More than an accent
- Striving for clarity
 - Avoid clutter
 - Choose selective pictures of reality
 - Break up large amounts of information



- Choosing how to represent quantitative information
 - Pie charts = showing parts of a whole
 - Bar graphs = numeric comparisons
 - Line graphs = plotting changes





Tables and Charts

Pediatric Dosage	Chart	Drops, Syrup,	Č.	Chewables
			-	

Age		Dosage				
	Approximate Weight Range*	Drops	Syrup	Chewables 80 mg	Chewables 160 mg	
† Under 3 mo	Under 13 lb	⅓ dropper	1/4 tsp	_	_	
† 3 to 9 mo	13-20 lb	1 dropper	½ tsp	=		
† 10 to 24 mo	21-26 lb	1½ droppers	¾ tsp	_	81—11	
2 to 3 yr	27-35 lb	2 droppers	1 tsp	2 tablets	-	
4 to 5 yr	36-43 lb	3 droppers	1½ tsp	3 tablets	1 ¹ ⁄ ₂ tablets	
6 to 8 yr	44-62 lb	_	2 tsp	4 tablets	2 tablets	
9 to 10 yr	63-79 lb	17	2½tsp	5 tablets	2½ tablets	
11 yr	80-89 lb	_	3 tsp	6 tablets	3 tablets	
12 yr and older	90 lb & over	8 <u>-</u>	3-4 tsp	6-8 tablets	3-4 tablets	

[†] Consult with physician before administering to children under the age of 2 years.

Dosage may be given every 4 hours as needed but not more than 5 times daily. How Supplied:

Drops: Each 0.8 ml dropper contains 80 mg (1,23 grains) acetaminophen.

Syrup: Each 5 ml teaspoon contains 160 mg (2,46 grains) acetaminophen.

Chewables: Regular tablets contain 80 mg (1,23 grains) acetaminophen each, Double

strength tablets contain 160 mg (2.46 grains) acetaminophen each.





^{*} If child is significantly under- or overweight, desage may need to be adjusted accordingly.

The weight categories in this chart are designed to approximate effective dose ranges of 10-15 milligrams per kilogram. (Current Pediatric Diagnosis and Treatment, 8th ed. CH Kempe and HK Silver, ed., Lange Medical Publications: 1984, p. 1079)

Is this Safe for Someone on a Salt-free Diet?

36%

Chili with Beans

Nutrition Facts

Serving Size: 1 Cup (253g) Servings per container: 2 Amount per Serving: Calories 260 Calories from Fat 72 % Daily Value Total Fat 8g Saturated Fat 3g Cholesterol 130mg 44% Sodium 1010mg 42%

Total Carbohydrate 22g

Dietary Fiber 9g

Sugars 4g

Protein 25g

Note: We rarely say "Please pass the sodium"





Instructions



Can everyone recognize a teaspoon?



Dr. Smith Med Name

Take one tablet 4 times daily by mouth

Does everyone know about titration?



What is Visual Rhetoric?

- Purposeful cover graphic
- Simple & familiar graphics
- Content relevant

Images as Argument

- Lists, tables, charts, illustrations
- Paper
- White space
- Contrast

Page Elements

- Visual cuing
- Typeface
- Font size
- Color

Typography

Line length

The art, ability or study of using language effectively in speech or writing, especially to influence or persuade one's audience.



Layout and Typography

Layout Factors

- -Illustrations
- Consistency in layout (predictable flow)
- Visual cuing
- Adequate white space
- Colors support message
- Limited sentence length
- -Contrast
- –Paper finish

Typography

- -Text type
- -Font size
- -Typographic sues
- -No ALL CAPS

Chunking (subheads)

- -Limited lists
- -Limited ideas



A Look at Overall Design

- Focus on what's important
 - White space and color
 - Vertical lists and tables
- Be consistent
 - Avoid "kitchen-sink syndrome"
 - Pitfalls of templates

- Create paths for the eye
 - Striking, eye-catching elements
 - Finding information easily
 - Rhetorical organization

Stepping Back

- Is your design clarifying your information?
- Is your design unique enough to make it stand out?
- Is your design readable from its intended distance?
- Have you checked for typos and errors?

Design is much more than just "looks" – it affects readability.



Choosing Appropriate Fonts

- Font choice will build or harm ethos (author's credibility)
- Context and purpose is important
- Consider effect of font choice

Lorem ipsum

Lorem ípsum

- Cultural and visual associations of fonts should fit
- Fonts have "personality"
 - Formal and informal fonts
 - Headers and body text

Lorem ipsum

Lorem ipsum



Font Choice Examples

Operating Instructions
Dear Mrs. Smith,
Medieval History
Bigfoot Captured!

In deepest sympathy
Lafayette Teen Center
Chemistry Lab Report
Museum of Natural History



Fonts for Header Versus Body Text

How Often Should I Have My Blood Pressure Checked?

It is a good idea to have your blood pressure checked at least twice a year. Check with your doctor to see if you need to get it checked more often.

How Often Should I Have My Blood Pressure Checked?

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Text Appearance

12 to 14 point fonts

- NO FANCY or script lettering
- **Serif fonts** for running text
- **NO ALL CAPS**
- Sans serif fonts for headers and subheaders
- No italics

Boldface

Dark letters on light background

Underlining

Light text on a dark background is harder to read.



Content

- Purpose is evident
- Scope is limited
- Summary/review included
- Content about behaviors





Tell Readers What You Want Them to do

- Be clear and simple
- Use concrete terms
- Use active voice
- Accentuate the positive
 - Instead of: Don't check your blood sugar without washing your hands with soap and water.
 - Use: Wash your hands with soap and water before checking your blood sugar.





Learning Stimulation and Motivation

Interaction

- -Q & A format
- Problem solving

Behaviors

- -Specific
- -Modeled

Motivation

- -Self efficacy (I can do this!)
- -Small successes





Help the Reader Find Their Way

- What is high blood pressure?
- What causes high blood pressure?
- How can I tell if I have high blood pressure?
- What can I do to keep my blood pressure under control?
- When should I see my doctor?
- What can I do if my blood pressure is high?





Tell Readers What They'll Gain

Answer – "What's in it for me?"

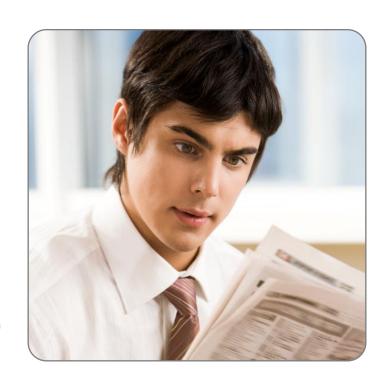
 For example: In a booklet about how to quit smoking, tell readers right away that the information in the booklet could help them live longer, healthier lives.





Literacy Demand

- Reading grade level
- Writing style
 - -Active voice vs. Passive voice
- Use of common words
- Context is given first
 - -What's in it for me?
- Learning aides via "road signs"
 - -Headers/subheaders
 - -Captions





Write as if You Are Talking to a Friend

- Use conversational tone
- Use "living room" language
 - Not: Failure to take medications as prescribed may result in sickness.
 - Say: If you don't take your medicine as your doctor tells you, you could get sick.
- Avoid talking "down" to the reader





Foreign Language

Trigger

Stool

Peak flow

Normal

Scale

- Average
- Environment
- Anxious

Risk

Tension

At-risk

Symptoms





Reasons why English is Hard to Learn...

- The bandage was wound around the wound.
- The insurance was invalid for the invalid.
- After a number of injections my jaw got number.
- I had to subject the subject to a series of tests.





Cultural Appropriateness

- Material matches audience (LLE Match)
 - Logic
 - Language
 - Experience
- Cultural image and examples
 - No stereotypes
 - Realistic
 - Positive

- Be sensitive to cultural differences
 - Use familiar and commonly accepted terms
 - Tailor messages to each cultural or ethnic group or subgroup
 - Talk to members before designing materials
 - Field test and get feedback



Tips on Translation

- Know your audience
 - Values
 - Health beliefs
 - Cultural preferences
- Be consistent
 - Design based on subgroups and geographic locations
 - Get advice from community organizations

- Carefully select and instruct the translator
- Avoid literal translation
- Use the back-translation method
- Field test draft materials with members of the intended audience

Avoid

- Don't translate English slang phrases or idioms literally
- Don't use a dialect unless it's used by your intended audience
- Don't omit accents
 - Make sure your word processing and desktop publishing software has all those used in your intended language

Messages that work well with an English-speaking audience may not work for audiences who speak another language.



Know your Audience

- Why do they need the information?
- What is their reading skill level?
- What cultural issues need to be considered?
- What will motivate them to read and use the information to make a change?

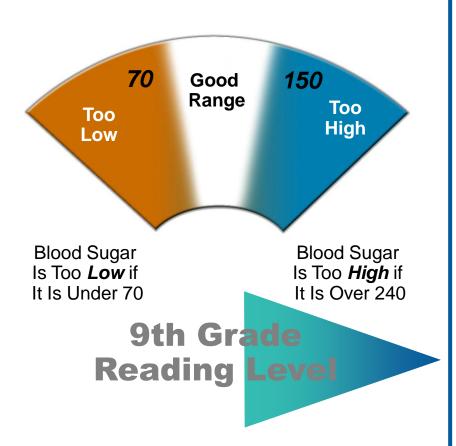




Before and After – Practical Examples of Suitability in Action



Will This Reach a Broad Consumer Audience?



What You Need to Know About Low Blood Sugar

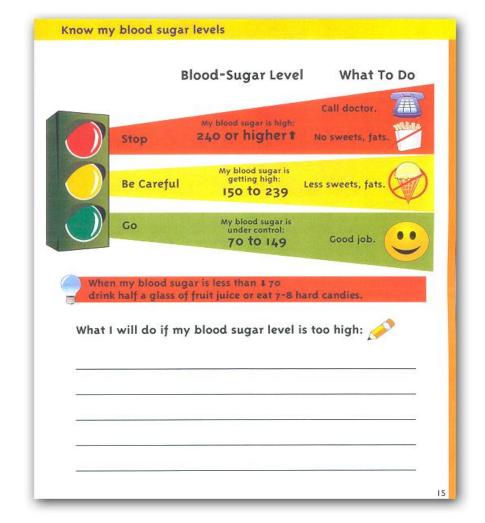
Treat low blood sugar quickly. If you have signs of low blood sugar, eat or drink something that has sugar in it. Some things you can eat are hard candy, sugar-sweetened soda, orange juice, or a glass of milk. Special tablets or gel made of glucose (a form of sugar) can be used to treat low blood sugar. You can buy these in a drug store. Always have some of these items handy at home or with you when you go out in case your blood sugar drops too low. After treating a low blood sugar reaction, eat a small snack like half a sandwich, a glass of milk, or some crackers if your next meal is more than 30 minutes away.

Source: The National Institute of Diabetes and Digestive and Kidney Diseases



Clear Health Communication that Reaches a Broad Consumer Audience

- Common visual
- Uses action captions
- Creates interaction





The Accordant Approach – Before/After

- Cover image and graphics
- Tables, graphs and charts
- Chunking
- Typography and layout
- Purpose and scope
- Summary/review
- Behavioral content
- Interaction
- Motivation/self efficacy
- Context "What's in it for me?"

- Q & A format "Road Signs"
- Reading grade level
- Color and visual cuing
- Writing style/active voice
- Word choice
- Audience match LLE
- Cultural images and examples
- "White papers"
- Mostly "information"
- Learning outcomes and objectives

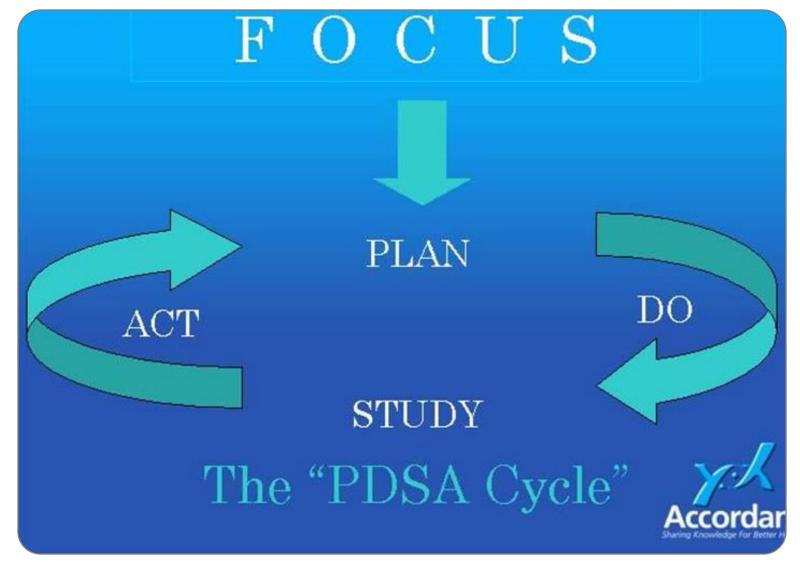


Putting All the Pieces Together





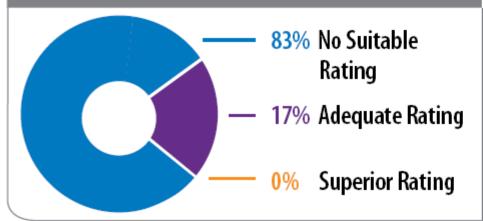
Improvement Process



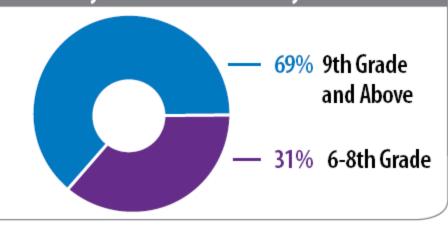


Accordant WLAs BEFORE

SAM (Suitability Assessment of Materials) Results for Representative Sampling of Web Library Articles with RGL <9th

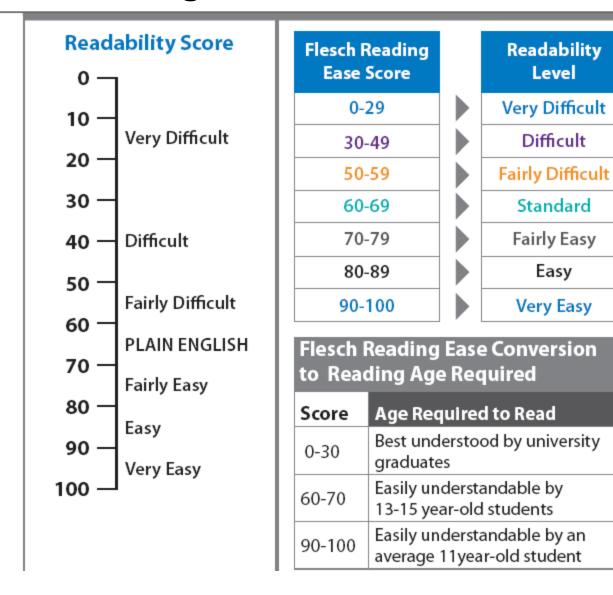


Baseline Percentage Distribution of Reading Grade Levels for a Representative Sampling of Internally Produced Web Library Articles



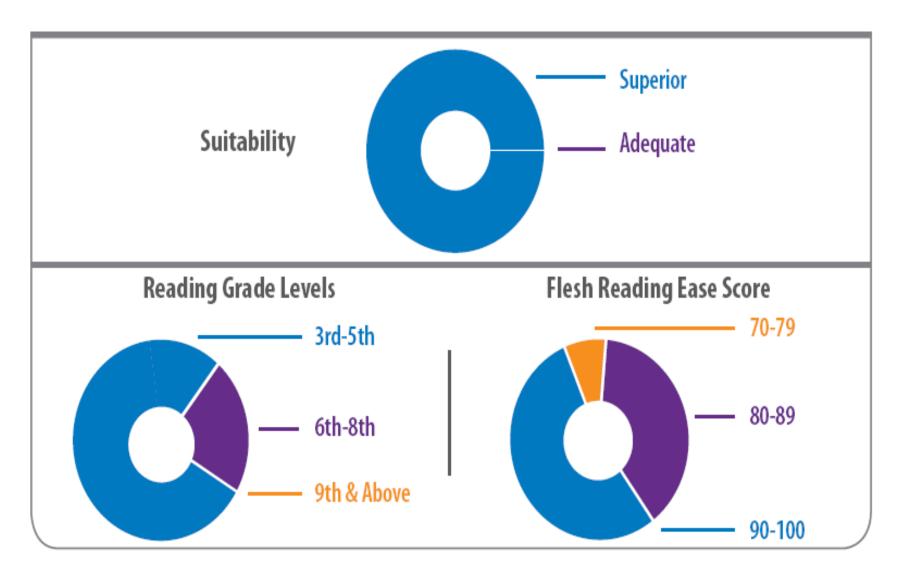


Flesch Reading Ease Score





Results AFTER WLA Revision Process





WLA – BEFORE Revision Process

Example of Accordant Web Library Article BEFORE Plain Language and Suitability

Medication Compliance: Remembering to Take Your Medicine

With today's busy lifestyles, remembering to take medicines can be difficult. It can be especially difficult if you take many medicines, or if your medicines change frequently. However, being compliant with your medication schedule is important so your medicines can work their best.

There are some simple things you can do to help you remember to take your medicines:

Take your medicines at the same time each day, and take them at the same time you do other daily tasks such as eating, brushing teeth, etc.

By taking your medicines at the same time each day, they become part of your normal routine. Taking them at the same time you do another daily task will also help you associate that task with taking your medicine.

Post medicine reminders in various locations in your house.

Write notes to yourself and place them throughout your house to remind you to take your medicines. Place the notes in locations you look at frequently, such as the refrigerator or bathroom mirror.

Ask family members to help.

Tell your family members about your medicine schedule and ask them to help remind you to take your medicines.

Use special pillboxes to keep track of your medicines.

There are a variety of special pillboxes available. Some boxes store up to a

Comment [HLA1]:
Remembering to take
medicines.doc
checked by Health Literacy Advisor
Fry-based Grade Level: 10
Precise SMOG Index: 13.4
Flesch Reading Ease Score:
56.0 (Fairly Difficult to Read)



New Planning & History Worksheet

Clearly identified learning objectives for the reader.

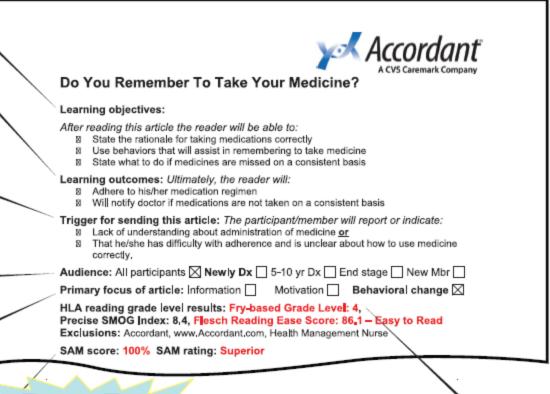
Ultimate learning outcomes identified as action or changes to behavior after reading. This clarifies purpose of article.

Identified what needs to happen (triggers) so we know when this article will be useful to the reader.

Reader target audience identified.

Primary focus of article is identified. Scope may be to inform, motivate, or provide examples or suggestions for behavioral change.

Improvements to article results in a perfect score for Suitability.



ReadsEasy™

Good work! This document reads at grade 6 or lower. NEW- Serif GEN.04.07 Do You Remember To Take Your Medicine.doc checked by Health Literacy Advisor on 07/29/2010 at 9:54:33 AM., Fry-based Grade Level: 4, Precise SMOG Index: 8.4, Flesch Reading Ease Score: 86.1



Title in Plain Language question format using personal pronoun to address the reader.

Added relevant cover image and logo to the first page. Tells reader visually what the article is about and where it comes from.

Opening paragraph addresses barriers to behavior and promotes motivation and self-efficacy.

Answers "What's In It For Me?" for the reader.

Added call out box for article overview that aligns with learning objectives. Promotes interest and encourages reader to read on to learn more.

Use of 12 pt serif font for body text to increase reading speed.

Use of "chunking" to break content into smaller, more manageable pieces.

Added color and visual cuing with relevant graphics to promote interest.

Use of active voice writing style to create warm, inviting tone.



Do You Remember To Take Your Medicine?



Life can move at a fast pace, It can be hard to keep track of all the things you need to do each day. You are in control an one usings you need to us each day. You see in consort of your life and your health. One of the best things you can or your rue and your nearth, One or the best transfer you can do is to take your medicine the right way. This should be ou is to case your measure one right way. Lurs should be at the top of your list. Even when life is busy or you don't

Your body needs the medicine you take each day. Your nour owny meeus use meureme you take each day, nour medicine can belp take the strain off your body and help it feel like it. work best. This is very important when you have a longterm illness.

In this article you will learn:

- Tips for taking your medicine
- How your family can help you with your medicine About different things that can remind you to take your medicine

There are some simple things you can do to help you remember. You may already have a way that works for you. If so, stick to it. But keep reading. These ideas may help you think of some manuse to seemind controlled "Pakteen controlled and between and because the seemind controlled "Pakteen controlled and between and because the seemind controlled "Pakteen controlled and between and because the seemind controlled "Pakteen controlled and between and between and the seeming way that works for you. It so, suck to it. But keep reading. These meas may neth you think of new ways to remind yourself. Taking your medicine when and how you should will help you be in better control of course through

will help you be in better control of your illness.

when it needs it.

Make taking your medicine a habit. Try to take your medicine at the same time each day. Medicine works best when there's the same amount in the blood stream. Taking your medicine at the same times will bein keep-

aething else they do each day. Try taking your medicine when you brush your the levels of medicine steady in your bloodteeth, make breakfast or get ready for bed. You'll be less likely to miss a dose. And your body will get the medicine it needs on a recular schedule.

body will get the medicine it needs on a regular schedule.

Of course, there may be some medicines you only take once a week or a few days each Of course, there may be some medicines you only take once a week or a tew days each month. This makes it barder to remember to take your medicine. Talk to your doctor about similar makes it barder to remember to take your medicine. Talk to you doctor for a source modified with northin Assa of the smale or month that one each for month. This makes it narger to remember to take your medicine. Talk to your doctor about timing your medicine with certain days of the week or month that are easier for

Whatever days you take your medicine though, try to take it around the same time. This wnatever cays you take your mentione though, try to take it around the same time. In way, your body learns when to expect its next dose and gets ready to use the medicine

Page 1 of 4



Clear behavioral content is included. Tells the reader what he can "DO". Helps reader translate information into action.

Use of sans serif 14pt and 16pt fonts for Title, Section headings and sub-headings to slow reading and grab reader's attention.

Use of appropriate common cultural example that matches the target audience's Logic, Language, and Experience.

Use of call out boxes to improve layout, create interest, and draw attention to key information.

Use Question and Answer format to provide "road signs" and direct the reader to relevant sections of the article.

Use conversational tone, plain words and "living room language".

Keep a medicine list. It's a great idea to write down all the things you take. Anything you take matters. Even if it's just an aspirin, vitamins, cough syrup or other over-the-counter medicine. Write it down.

You may want to make copies of your list for each day you take medicine. Then, you can check it off the list as you take it.

A list can be helpful to keep track of your refills, too. You should

You don't have to keep a paper list. Some people keep a list on tou don't have to keep a paper use. Some people keep a use on their computer or use their cell phone. There are even free applications available for

Here is a sample of how to start your list.

My Medicine Lies

Name of Street		y medicine List			
Medicine	Strength/ Color	What is it	Who?		
	10 mg white tablet	headach	Dr. Smith	How Often?	Take With
			900-900-000-	1 tablet - In the merning	Food
				interning	

Important Tip:

If you have internet access, you can find many free examples of medicine lists.

Just type in the key words "medicine list" in a

http://www.wapatientsafety.org/mymedicinelist/

search engine like Google or Bing. Or go to

If you don't have internet access, call your Accordant nurse. We can go online for you and

Talk with your Accordant Nurse about other tools and tips for keeping track of when to take your medicine. We can help you make a plan that's right for you.

And we can mail you samples of medicine logs you can use.

What if I Still Forget?

print off what you need and mail it to you. If you forget to take your medicine from time to time, you're not alone. Everyone misses a dose every now and then. Be honest with your doctor. Your doctor may be able to a successful now and then, be nonest with your doctor. Four doctor may be able to suggest other ideas about how to remember to take your medicine when you need to.

There may be other drugs that can be taken fewer times a day. Your doctor needs to know if you forget your medicine, even if it's just one day a week. It may be possible to

GEN.04.07.4NEW



Create interaction and learning stimulation. Inspires critical thinking and helps reader process information into long-term memory. Improves chance for recall and action after reading the article.

Improve tables, graphs and charts with color, simple headings and clear explanations.

Tell the reader what to do next – encourage them to talk with their health care providers and to ask questions.

Now you have some ideas about different ways to keep track of your medicine. You My Medicine Action Plan know how important it is to take all of your medicine on time. And you know you need a plan for remembering to take your medicine.

So, let's take a few moments to think about your plan and the tips you've read. Answer

- Do you already have a plan or system for keeping track of your medicine? these questions. Yes No If you check no, go to the next page.
 - If so, what do you use? Pill Box□ Alarm□ Reminder□ Family or Friend□
 - Isn't Working at All□ How well would you say that it works for you? Could Be Better□
 - More than 5 times a month□
 - How many times in a month do you forget to take your medicine?
 - I'm ready right now☐ I'd like to think about it☐ I'm not ready or don't need to☐ How willing are you to try something new to help you?

Put a check beside each item and take this with you the next time you visit your doctor. Write in other steps you can take that your doctor tells you about.

doing this... Action Items Take this article and my action plan with me to my next doctor's visit. Talk to my doctor about my medicine and more ways to keep track of it. Call my Accordant Nurse and ask for some examples of medicine lists and other tools to keep track of my medicine. Talk to my pharmacist about setting up reminders or auto re-fills for my medicine so I don't run out.

Page 3 of 4



Add summary/review to close the loop and remind the reader of key points.

Provide additional resources – answer "How can I learn more" and "What do I do if I have a question" for the reader.

Important Things to Remember

- You can be in control of your health by taking your medicine when you should.
- Read through the list of tips and choose the ones you could add to your life. This can help remind you when it's time to take your
- Following these tips can help your body get the medicine it needs when it needs it.
- Talk to your doctor, make a plan, and then stick to it.

Want to Learn More Now?

Call your Accordant Health Management Nurse or go online to www.Accordant.com today!

References

- National Heart, Lung, and Blood Institutes. http://www.nhibi.nih.gov/hbp/treat/tips.htm. Accessed
- Food and Drug Administration. http://www.fda.gov/Drugs/ResourcesForYou/ucm163959.htm#aging.



Questions? Thank You!

