# CHECKLIST: HEALTH LITERATE DOCUMENTS

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|  | CONTENT |
|  | Information is accurate and up to date |
|  | Purpose of message is clear for intended audience |
|  | Examples used to help audience understand and relate to key points |
|  | Material written at or below a 5th grade level |
|  | Simple and concise sentences are in active voice |
|  | Short paragraphs (3 sentences) |
|  | Words are simple, common, and one- or two-syllables long |
|  | Numerical information clearly explained |
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|  | FORMAT/LAYOUT |
|  | Most important information is first/at the beginning of the material |
|  | Information is presented in a logical order |
|  | Ample white space in use (empty area around text) |
|  | Bullets points and numbered lists are used to simplify text (for steps/commands with a specific sequence) |
|  | Meaningful headings are used |
|  | Readable font size (at least 12, 14 for seniors), font color (dark text/light background contrast or vice versa), and font style (Arial, Calibri or sans seriffonts) |
|  | Page numbers listed at the bottom |
|  |  |
|  | GRAPHICS |
|  | Pictures, images, or diagrams are relevant |
|  | Simple charts or tables that are easy to understand (limit to 3 bars/rows/columns) |
|  | Number of visuals is appropriate (one to two visuals per page) |
|  | Visuals are placed near related text |

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|  | CULTURAL APPROPRIATENESS |
|  | Text is appropriate for age, gender, racial, and cultural background of intended audience |
|  | Content is respectful of audience’s feelings and strengths |
|  | Material/distribution of information is appropriate considering the socioeconomic and cultural background of intended audience |