A Plain-Language Checklist for Reviewing Your Summary

Do I know my audience?

- [ ] Consider your potential readers. Who is your audience, exactly? Are there multiple audiences? Remember, there is no "general public."
- [ ] Evaluate the needs of your readers. What do they want to know? How much detail do they need? What is the right tone for this audience?
- [ ] Engage your audience. Use style, word choice, voice, organization, and visuals to draw your readers into your message.

Did I organize the summary for my reader?

- [ ] Before writing your document, write down the questions your readers have about your topic. Make sure each section or paragraph of your document answers a reader's question.
- [ ] Provide a clear take-away message. Your document should convey a clear, specific message.

Have I used an easy-to-read style?

- [ ] Use first-person and second-person pronouns when appropriate. Using the pronouns I, YOU, and WE make your document more conversational and help your reader focus on your message.
- [ ] Use familiar, concrete, non-technical words. Have I written this as concisely as possible and kept the main message?
- [ ] Consider whether each adjective and adverb adds meaning. Avoid padding your writing with words like VERY, REALLY, ACTUALLY, or CAREFULLY.

Is my summary accessible for people with disabilities ?

- [ ] Check the visual readability: font (size and type); layout; and colour and contrast.
- [ ] Follow the EasyLibrary recommendations (add link) on how to write an accessible summary

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Strategy for Patient-Oriented Research   Stratégie de recherche axée sur le patient

SPOR★SRAP

Putting Patients First   *Le patient d'abord*