

## 2.9 Dyslexia-friendly self-audit tool for text-based resources

### Layout of text

- Colour of paper/background
- Headings and subheadings clearly identified
- Diagrams, mind maps and illustrations included and are these adjacent to relevant text?
- Right-hand margin is ragged and not justified
- Different sections of text are clearly identified
- Bullet points or numbered lists are used which are left justified
- Use of colour – highlighting, colour coding or blocks of colour to indicate important content
- Is it 1.5-line spaced?
- Space for the student to make notes as they read the text?

### Readability level of text

- Reading age of text checked so it is accessible for the pupil?\*
- Is the interest level of the text age-appropriate?
- Non-serif font, Arial or Verdana, and at least 11 pt size?
- If it is a photocopy is it clear and clean?
- Is the text in small chunks of a maximum of five lines?
- Are all subheadings in bold?
- Is it printed on off-white or tinted paper?
- Is the key message of each block of text summarised at the end and clearly identifiable?

### Content and key points

- Glossary/key words/key vocabulary/subject specific vocabulary/technical terms provided?
- Subject-specific concepts and techniques clearly explained with diagrams and guidelines?
- Is the heading clear and indicates subject/topic and where this document fits into the student's studies?
- Is the document dated and contains the teacher's name?

### Instructions

- Are instructions clearly identified on the page?
- Have instructions been broken down into small, sequential steps?
- Are instructions clear and do they avoid ambiguity?
- Are timescales, amount of work to be produced/what has to be done/date work must be handed in clearly stated?
- Are the assessment and marking criteria clearly stated?

Adapted from Pavey, B. (2007) *The Dyslexia-Friendly Primary School. Practical Guidance for Teachers.*

\* In Microsoft Word documents: Review tab, Spelling and Grammar ✓, Options, check 'Show readability statistics'.  
When the spell check has finished a box with readability statistics will appear. This is based on the US grade system so as a rule of thumb, add 5 to the grade score to get an actual reading age to compare with the student's actual age or reading age.