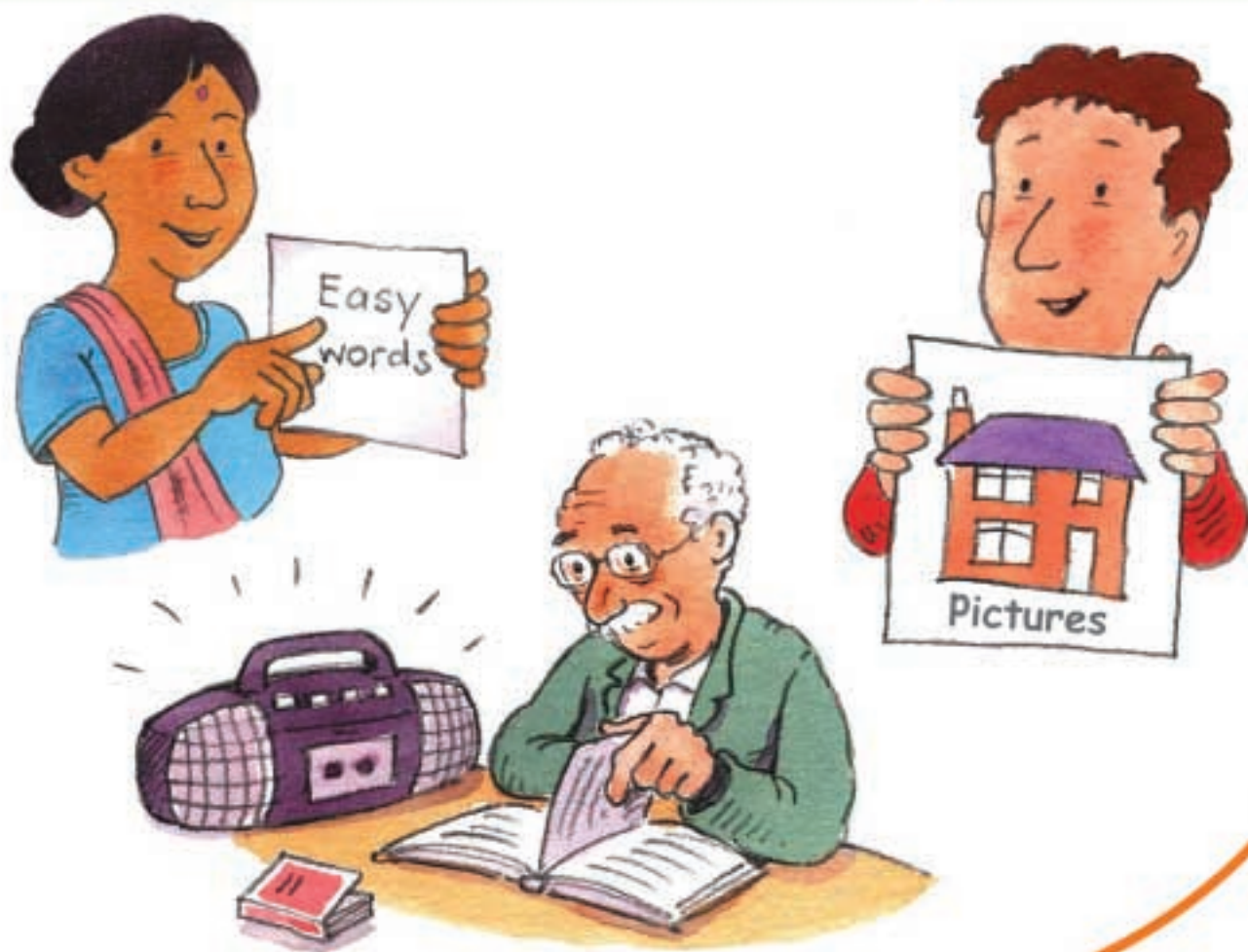


How to use Easy Words and Pictures

Easy Read Guide



Making things better by

- ✓ giving advice
- ✓ talking through problems
- ✓ making sure people follow the law

What is the Disability Rights Commission?

The Disability Rights Commission wants to stop **discrimination** against disabled people.



Discrimination

This means treating someone worse than other people for some reason.

We tell people about the law. The Disability Discrimination Act is a law that says disabled people must be treated fairly.

We work with disabled people to help them stand up for their rights.



What is in this book

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Why we need Easy Read



Everyone has a right to know what's going on.

We need Easy Read because sometimes people use words that are hard to understand.

We need Easy Read for lots of things. For example:

- ✓ books
- ✓ leaflets
- ✓ signs telling you where things are.



For example: a shower in a building.

People need to be able to get help in Easy Read.

For example: leaflets telling you about disability benefits.

If we do not use Easy Read, lots of people will feel left out and alone.



Graeme Smith.

I am the chairperson of the Easy Read group.

Our Easy Read group is made up of people with learning disabilities. We have helped to write the words in this book and pick the pictures and photographs.

We hope you like this book. We hope it helps you make information easy to understand.

The Easy Read group is part of the Learning Disability Action Group.

Things you should do



The Words

1. You should keep **sentences short**. Sentences should not have more than 15 to 20 words.

Each sentence should have one idea.



2. You should always use **big writing** like this.

3. If you have to use difficult words or ideas you should **say what they mean**.

You should do this **in the next sentence**.

You can use a **different colour**. It should be a dark colour.

Here is an example:



Discrimination This means treating someone worse than other people for some reason.

4. It is good to have a **words list** at the back of the book. The Disability Rights Commission is making a big words list for Easy Read books which you can see on our website.

5. It is often good to use **full words** instead of letters. For example, you should say "Disability Rights Commission" and not "DRC".

The Pictures

1. The right picture should always be near the right words. It should be:



beside the words, like this one.
This is a picture of a house.

or

you can put a big picture **above** the words or **below** the words.



2. You can also use photographs.
This is a photograph of a door.

3. The photographs and pictures should be **easy to understand**. They should show one idea.



4. It is good to use **jokes and humour** sometimes.

But this should be to laugh with people and not at them.

Tapes and CDs



1. There should always be a tape or CD to go with the book. The tape or CD must speak the words in the book slowly. It must say when you need to turn the page. It is good to have some music to give you time to turn the page.

Events



1. There should always be Easy Read information at events for disabled people. The organisers should not wait for people to ask for this. It should be on paper and also on tape or CD.

Booking forms should also be in Easy Read.

Booking forms You use booking forms to say you want to go to an event.

Websites



1. Websites should have information in Easy Read.
2. People should be able to listen to the words on the pages.
3. There should be pictures that show what the words mean. These should be photographs and drawings.
4. It must be easy to find the page you want.

Talking to people with learning disabilities

When you make easy information it is important to talk to people with learning disabilities.

They can help make sure you use the right words and pictures.



This picture shows people from the Learning Disability Action Group.

Some good and bad ways of doing things



This is a bad way

The **DRC** came into operation in April 2000.
Its remit is to end **discrimination** against disabled people, and to keep relevant legislation under review.

What is **bad** about this?

1. Do not use the letters "**DRC**". You should say "Disability Rights Commission".
2. If you have to use a hard word like "**discrimination**" you should say what it means.
3. There are no pictures.
4. There are too many hard words.
5. The writing is too small.



This is a good way

The Disability Rights Commission was set up in April 2000. Our job is to:

- ✓ End **discrimination** against disabled people



Discrimination

This means treating someone worse than other people for some reason.

- ✓ Make the law better for disabled people.

What is **good** about this?

Easy Read way

1. It has easy words.
2. It says what "**discrimination**" means.
3. There is a picture next to the right words.
4. It uses big writing.

This is a bad way



This is what the Disability Rights Commission has been doing:

- ✓ Helping disabled people to know what their **rights** are
- ✓ Telling people what they should do to treat disabled people fairly



What is **bad** about this?

The picture is in the wrong place. It is not next to the right words.

This is a good way



This is what the Disability Rights Commission has been doing:

- ✓ Helping disabled people to know what their **rights** are
- ✓ Telling people what they should do to treat disabled people fairly

What is **good** about this?

Easy Read way

The picture is in the right place. It is next to the right words.



This is a bad way

Please write down your answers to the questions in this book.

You do not have to answer all the questions.

Please send your answers back to us.



What is **bad** about this?

The picture does not mean the same as the words.



This is a good way

Please write down your answers to the questions in this book.

You do not have to answer all the questions.



Please send your answers back to us.

What is **good** about this?

Easy Read way

The picture explains the words.

The Learning Disability Action Group

People with learning disabilities run our group.



Here is a picture of our group in a meeting.

These are some of the things we do.

We tell the Disability Rights Commission how it can do more to help people with learning disabilities.



For example, we have talked to the Disability Rights Commission about how to use easy words and pictures.

We call this Easy Read.

We are also talking to the Government.

We tell the Disability Rights Commission how it can do more to fight for equal rights for people with learning disabilities.



We are also working together with other groups.

For example: the Government, Carers UK, Valuing People and the **Department for Constitutional Affairs**.

The Department for Constitutional Affairs is part of the government.



I am Eve Rank-Petruzzello. I am a **Commissioner** for the Disability Rights Commission.

The **Commissioners** tell the Disability Rights Commission what it should be doing.

Words List

These are some of the words we use in this book.

Discrimination This means treating someone worse than other people for some reason.

Booking form You should use booking forms to say you want to go to an event.

The Department for Constitutional Affairs is part of the government.

The **Commissioners** tell the Disability Rights Commission what it should be doing.

Please tell us what you think about this book.
Put a tick the box:



Did you think the **words** are:
good **not sure** **bad**



Do you think the **pictures** are:



Do you think the **tape** is:



You can write down what you think

Name

Address

Phone number

Disability Rights Commission
Marketing Department
FREEPOST NWW5473A
Manchester
M4 3AQ

FOCUS12/ER

You can tear off this form
and post it to us.

You do not need a stamp.

Thank you.



Disability Rights Commission

Talk to us

The Disability Rights Commission has written this and many other leaflets and books. You can tell us what you think about this book and the other things that we are doing by using the **DRC Helpline**.

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Telephone 08457 622 633
Textphone 08457 622 644
Fax 08457 778 878

Email enquiry@drc-gb.org
Website www.drc-gb.org

Post DRC Helpline
FREEPOST
MID 02164
Stratford upon Avon
CV37 9BR



The Helpline is open Monday - Friday
8am - 8pm



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