

Short checklist

**4. Accessibility**

**4.2. Cognitive Accessibility**

4.2.1 EASY LANGUAGE	YES	NO	NOT APPLICABLE
1. Are the sentences short and the vocabulary used simple?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. If acronyms and abbreviations are used, are they explained?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Is a glossary or dictionary for difficult words provided?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Is the text divided into paragraphs presenting only one idea at a time?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Are verbs used in their active form for easy understanding?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Are names used instead of pronouns?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Are numbers written in digits or terms like “millions” or “thousands” used for large numbers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Are sans-serif fonts and 1.5 spacing applied on the text without any additional font styles to facilitate reading?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Are the images necessary to enhance the understanding of the text?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>