# Appendix 6: Template to review resources for consumer

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| Name / title of resource |  | | |
| Produced by |  | | |
| Published / revision date |  | | |
| What is the purpose of this resource? |  | | |
| Who is the target audience? |  | | |
| Resource type eg, DLE pamphlet |  | | |
| Access points (how does consumer get the resource |  | | |
| Other languages |  | | |
| **Resource content** | | | |
| The content aligns with the purpose of the resource. | | |  |
| Information in the resource follows a logical sequence – ie, the likely priorities of the reader. | | |  |
| The resource uses simple and familiar words that reflect the language of the target audience. | | |  |
| The resource uses the active voice. | | |  |
| Medical terms and technical or difficult concepts are explained using simple, familiar words and examples or analogies. | | |  |
| Key terms are used consistently throughout the resource. | | |  |
| Numbers are clear and easy to understand – eg, probabilities are expressed as frequencies rather than %; numbers are expressed qualitatively (‘very few people’ rather than ‘1 out of 10,000 people’). | | |  |
| Each paragraph contains one concept, idea or message. | | |  |
| Key points are summarised or emphasised where appropriate. | | |  |
| The topic areas in the resource have informative headers. | | |  |
| It is clear what a reader is meant to do with the resource/information. | | |  |
| The design features help the reader find information easily – eg, consistent use of fonts, headings, tables; limited use of upper case, italics and underlining; effective use of white space. | | |  |
| The resource uses visual aids whenever these can make content clearer. | | |  |
| Visual aids reinforce the content that surrounds them. | | |  |
| Visual aids reflect the main audience – eg, appropriate age ranges, gender. | | |  |
| Graphics and colour contrast remain effective when photocopied or printed in black and white. | | |  |
| **PEMAT score** | Understandability: | Actionability: | |
| **Summary: What works well**  Comment on how this resource helps build health literacy |  | | |
| **Summary: What could be improved**  Comment on any improvements to:   * purpose and relevance * usability, accessibility and navigation * overall building of health literacy |  | | |