Easy Read and Relaxed Shows

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Welcome!

1. Introduce yourself in the chat box
2. Open up MS Word, locate your photos and images, and your show blurb
3. Open Example Easy Reads

Note:

- This session will not be recorded
- Resources will be shared
- We welcome ideas, feeling and discussions

Session

- Introduction to Easy Read

- Look at Easy Read examples- Breakout groups

- Start out own Easy Read documents for our shows

- Plain Language

- Choosing images

- Sharing with Audience

- Relaxed Performances

Why Easy Read?

Reduces the barriers to information

Promotes independence

Offers deeper understanding and value of the piece

Easy Read in the arts

Audience

Inclusion

Understanding

Processing

Provide clarity of information

Equal opportunity and reasonable adjustments

Easy Read principles are:

Words

Images

Layout

What information could we offer in Easy Read?

First steps:

AUDIENCE

PURPOSE

KEY MESSAGES

Breakout Task:

Choose one of the Easy Read Examples from the folder. Have a look through it together and decide:

- **Audience:** Who is the audience?

- **Purpose:** How will it be used? Are there any actions that the audience needs to take?

- **Key Messages:** What does the audience know after reading this?

Extra:

- Consider presentation

- How the picture links to the words

- What else do you notice?

Note: Nominate a speaker

Starting your Easy Read Document

Audience:

Take a moment to:

- ➥ Write down the key points you want to address
- ➥ Consider the best order for displaying your message
- ➥ Break down the key points.

Example:

- ➥ Key performance info- date, time, venue
- ➥ Information about the venue
- ➥ Inside the Performance Space
- ➥ Useful information on the day
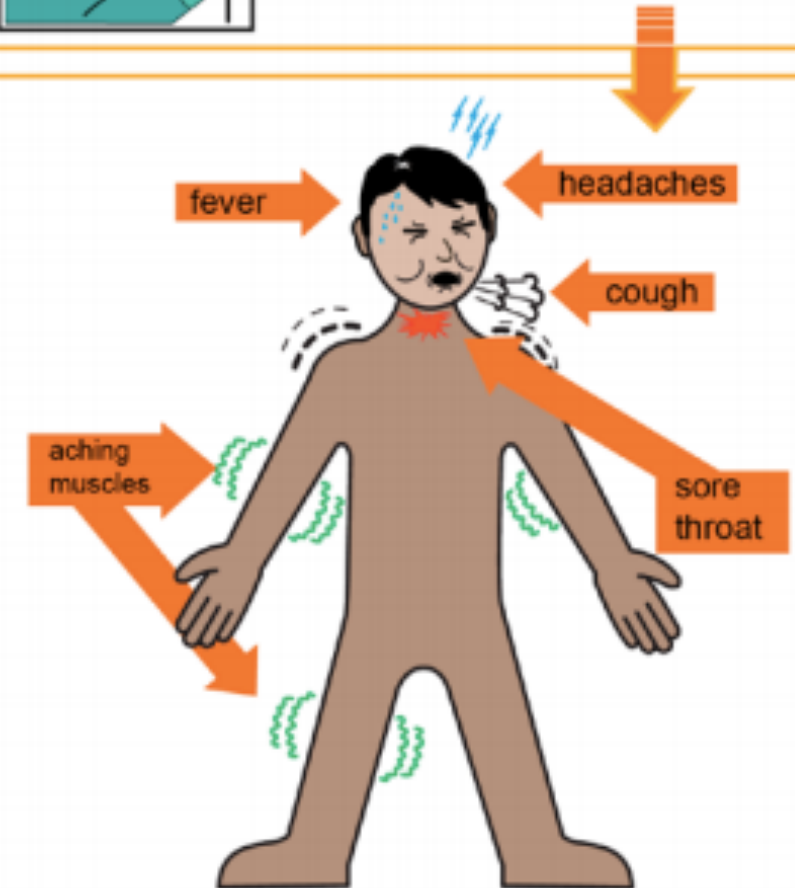- ➥ The play and cast

Format:

Image	Text

sick

Flu can make you feel very ill.

If you get flu, you may feel like this.

fever — headaches

cough

aching muscles

sore throat

People with Learning Diabilities and people in hospital need to take special care of their health and not get flu.

Style:

- Use the Style Pane in word to work for Screen-Readers. Use the Headings, title, subtitle options.

- MS Word Accessibility

Text

- Use size 14- 18, Arial font (also: Tahoma and Verdana)
- Text should all be aligned left
- Text shouldn't be 'justified'
- Sentences are kept short
- Use bullet points if breaking down a point
- If explaining an order, break down into numbered points
- Use bold and colours to highlight a point – but don't only use colours.
- Avoid *italics,* <u>underlines</u> and CAPITALS
- Write numbers as numerals (10) instead of words (ten).
- Avoid &, write 'and'
- Headings can be outside of the table.

Plain Language

- Reader-centred
- Speaks to the reader, uses "You"
- Active voice, not passive
- Keep it conversational
- Short sentences and paragraphs
- Common, everyday words
- Easy-to-follow design features (lists, headers, tables)

Resources:

- Kelsie Acton: https://www.mapping-access.com/blog-1/2021/1/14/on-plain-language
- www.plainlanguage.gov
- www.plainenglish.co.uk/free-guides.html

✖ Passive voice	✔ Active voice
The lake was polluted by the company.	The company polluted the lake.
New regulations were proposed.	We proposed new regulations.
The following information must be included in the application for it to be considered complete.	You must include the following information in your application.

Readability Checker

- [Check the Readability score on Word](#)

- The Flesch Reading Ease should be above 65.

- The Grade Level should be below 6.

- Note that if you have a Glossary, then the grade may be higher.

Jargon

Windows   **macOS**

1. On the **Word** menu, click **Preferences**.

   You must have a document open to see preferences.

2. Under **Authoring and Proofing Tools**, click **Spelling and Grammar**.

3. Under **Grammar**, select the **Check grammar with spelling** check box.

4. Select the **Show readability statistics** check box, and close the Spelling & Grammar dialog box.

5. On the **Tools** menu, point to **Spelling and Grammar** and click **Spelling & Grammar**.

   After Word finishes checking spelling and grammar, it displays information about the reading level of the document.

Note: You must correct or Ignore all errors found in the document before the readability statistics will display.

Windows   **macOS**

1. Go to **File** > **Options**.

2. Select **Proofing**.

3. Under **When correcting spelling and grammar in Word**, make sure the **Check grammar with spelling** check box is selected.

4. Select **Show readability statistics**.

After you enable this feature, open a file that you want to check, and check the spelling by pressing F7 or going to **Review** > **Spelling & Grammar**. When Word finishes checking the spelling and grammar, it displays information about the reading level of the document.

> **Important:** You must correct or Ignore all errors found in the document before the readability statistics will display.

Task

1. Choose 1- 3 sections of text
2. Adapt it to Plain Language
3. Check the Readability score

Remember:

- Use straight-forward language
- Have short sentences
- Use an active voice
- Reduce any content that isn't necessary
- Speak to the reader

Images:

- Think of the image as a title to the text
- Take time to choose the right image
- To find images:
  - google the key words,
  - use photo banks,
  - use your own photos/ images
  - design images.
- Photos can often work best- but reduce any background distractions.
- It's okay to use the same image multiple times
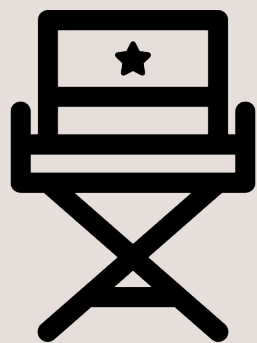
John Boyega is an actor. He plays the character Finn.

Task

1. Find images that relate to your points

- Google + icons
- Photo bank: https://www.learningdisabilityservice-leeds.nhs.uk/easy-on-the-i/image-bank/
- Paid-for Photo bank: https://www.photosymbols.com/
- Icons: https://fontawesome.com/
- Icon Archive: https://iconarchive.com/

Sharing with your audience

- Proof read and check with audience
- Save as an [Accessible PDF](#) and a [Protected Word Doc](#)

What can your company do:
- Display on your website
- Share on your social media
- Send to local organisations
- Share with partners

What can festivals do:
- Upload on website
- Share on social media
- Send directly to audiences

Points to discuss:
- If show is ticketed- is a link to doc included on purchase/ via e-mail?
- Do they have a list of contacts to send to?
- Can you have a QR code to link to the digital version on site?
- Who should print off to have a copy on site?
- Are there volunteers or stewards or Access Managers or team members to share with audiences?

Upgrade:

- Relaxed show trailer

- Access video

- Use the structure of your Easy Read to make your video- rather than images, you can show cast members, pause moments in the performance and do cast interviews.

Relaxed Performances

Prepare:

- Clear marketing about the event
- 'Chill Out' Space designated
- Pre-show 'familiarisation'
  - Meet the cast
  - Check out the performance space
  - Props and set
  - Share any key moments- triggers and content warnings
- Pre-show introduction for all audiences
- Give permission for the audience to be themselves:
  - You can make noise
  - You can move around
  - If you need to leave, you can come back
  - Who is here to support you
- Soften lighting and special effects (if needed!)*
- Trained staff and cast
- Plan for any complaints

Consider:

- A 'Quiet time' where you have less audiences and crowds (not needed with Social Distancing)

- How information is shared before the performance

- Signage and communications

- How additional materials are displayed- ie: Cookbooks in Easy Read

- Training of staff in inclusive practices and what is available

- Easy Read information

Links:

- [SOLT- Accessible Performance Guide](#)

- [Matilda The Musical- Birmingham Hippodrome Relaxed Video](#)

- Tourettes Hero- [Extra Live vs Relaxed](#) and [A Relaxed Ending](#)

- An Actor's guide to '[How to Act in a Relaxed Performance](#)'

Final Points

Approval

Time

Learn and Listen

Be creative

Hire