

I Can Parent, Too!



Illinois Children's Mental Health Partnership



Topics

- Verbal Communication Tips
- Written Communication Tips
- Visual Presentation Tips
- Assessing Readability
- Adapting Materials

Verbal Communication Tips

Do

- Reduce distractions
- Plain language
- Concrete terms
- Short sentences
- One concept, idea at a time
- Ask if you do not understand
- Use pictures, primary learning style
- Give person time to respond

Avoid

- Jargon, acronyms
- Sarcasm, abstract words
- Long sentences
- Multiple concepts or ideas
- Childlike or loud tone of voice
- Standing over the person
- Why questions
- Talking too fast

Tips for Written Materials

- Fonts – use clear fonts

Arial, Tahoma, Verdana – not freestyle script

- Font Size 14 **or higher**

- **Bold** not *italics* or underlines

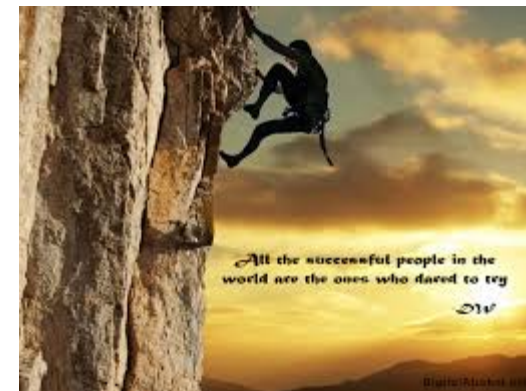
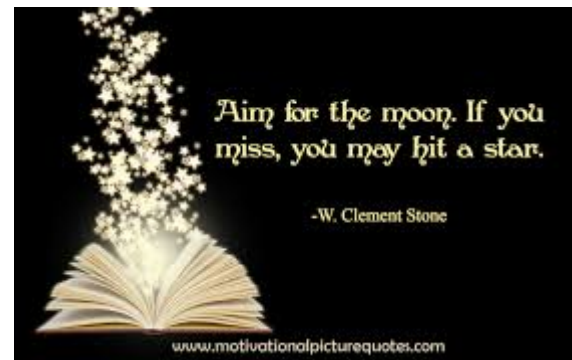
- Contrast between background and words

- Keep sentences short.

Visual Presentation Tips



- Some colors do not show up at all
- What about this? Or this?
- **What about this?** Or this? *Or this?* Or this?
- ALL CAPS ARE HARDER TO READ than smaller letters.



Reading Level of Written Materials

- Open a WORD document
- Click on Review (tool bar)
- Click on “ABC ‘check’ Spelling
- After spelling has been checked a box will appear with the readability statistics
- Process may vary depending on the version of Office you are using.

Readability Statistics

- Checks for reading grade level (4.6)
- Readability Ease (75.6%)
- Passive Sentences (9.8%)
- Number of sentences in a paragraph (3.9)
- Number of words per sentence (18.8)
- Number of characters per word (4.2)



Adapting Materials

1. Select the words
2. Check readability
3. Select font, size, etc.
4. Find and insert photos (Google Images)
5. Get feedback
6. Use and evaluate
7. Share with our team so we can share with others:
mothersandbabiesNU@gmail.com

