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

<table>
<thead>
<tr>
<th>Do</th>
<th>Avoid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduce distractions</td>
<td>Jargon, acronyms</td>
</tr>
<tr>
<td>Plain language</td>
<td>Sarcasm, abstract words</td>
</tr>
<tr>
<td>Concrete terms</td>
<td>Long sentences</td>
</tr>
<tr>
<td>Short sentences</td>
<td>Multiple concepts or ideas</td>
</tr>
<tr>
<td>One concept, idea at a time</td>
<td>Childlike or loud tone of voice</td>
</tr>
<tr>
<td>Ask if you do not understand</td>
<td>Standing over the person</td>
</tr>
<tr>
<td>Use pictures, primary learning style</td>
<td>Why questions</td>
</tr>
<tr>
<td>Give person time to respond</td>
<td>Talking too fast</td>
</tr>
</tbody>
</table>
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