



Erasmus+



PRIME.

PROMOTING INCLUSIVE MOBILITY EXPERIENCES

European standards for making information easy to read and understand





Information for all

European standards for making information
easy to read and understand



These standards were made to make information easy for **people with intellectual disabilities** to understand.

But these standards can also be useful to make information easy for many other people to understand.

For example:

- people who do not have English as a first language
- people who find it difficult to read.

Anyone who wants to make information easy to read and understand can use the standards.



Language versions of easy-to-read standards

The standards are available in many languages:

English: **Information for all:** [European standards for making information easy to read and understand](#) (.pdf)

čeština: **Informace pro všechny:** [Evropská pravidla pro tvorbu snadno srozumitelných informací](#) (.pdf)

Deutsch: **Informationen für alle:** [Europäische Regeln, wie man Informationen leicht lesbar und leicht verständlich macht](#) (.pdf)

eesti: **Informatsioon kõigi jaoks:** [Euroopa standardid informatsiooni lihtsalt loetavaks ja mõistetavaks muutmiseks](#) (.pdf)

Español: **Información para todos:** [Las reglas europeas para hacer información fácil de leer y comprender](#) (.pdf)

Français: **L'information pour tous:** [Règles européennes pour une information facile à lire et à comprendre](#) (.pdf)

hrvatski: **Informacije za sve:** [Europski standardi za izradu lako razumljivih informacija](#) (.pdf)

Italiano: **Informazioni per tutti:** [Linee guida europee per rendere l'informazione facile da leggere e da capire per tutti](#) (.pdf)

latviešu: **Informācija visiem:** [Eiropas standarti viegli lasāmas un saprotamas informācijas veidošanai](#) (.pdf)

lietuvių: **Informacija, skirta visiems:** [Europinės rekomendacijos, kaip rengti lengvai skaitomą ir suprantamą informaciją](#) (.pdf)

magyar: **Információ mindenkinek:** [A könnyen érthető kommunikáció európai alapelvei](#) (.pdf)

polski: **Informacja dla wszystkich:** [Europejskie standardy przygotowania tekstu łatwego do czytania i zrozumienia](#) (.pdf)

Português: **Informação para todos:** [Regras Europeias para fazer informação fácil de ler e de perceber](#) (.pdf)

slovenčina: **Informácie pre všetkých:** [Európske pravidlá tvorby ľahko čitateľných a ľahko zrozumiteľných informácií](#) (.pdf)

slovenščina: **Informacije za vse:** [Evropska pravila za pripravo informacij v lahko berljivi in razumljivi obliki](#) (.pdf)

српски / srpski: [Информације за све](#) (.pdf) – [Informacije za sve](#) (.pdf) (translation Caritas Serbia)

Shqipja: [Informacion për të gjithë](#) (.pdf) (translation Caritas Serbia)

Suomi: **Tietoa kaikille:** [Helppolukuinen ja ymmärrettävä teksti yleiseurooppalainen standardi](#) (.pdf)





L'information pour tous

Règles européennes pour une information facile à lire et à comprendre

Nous Aussi **Unapei**

Informazioni per tutti

Linee guida europee per rendere l'informazione facile da leggere e da capire per tutti

Programma di apprendimento permanente
1958-2008 **ANFIAS** Onlus
Inclusion Europe

Prodotto all'interno del progetto "Creazione di percorsi di formazione permanente per persone con disabilità intellettiva"

<https://www.inclusion-europe.eu/easy-to-read-standards-guidelines/>





Words:

- Use simple words.
- Explain difficult words after using them.
- Do not split words across two lines.
- Write numbers as digits.





Sentences:

- Write simple sentences.
- Start each new sentence on a new line.
- Make your sentences short (1 or 2 lines long).
- Write mostly positive sentences.
- Use the active voice (not the passive).





How to order the information:

- Put the information in a clear order so it is easy to follow.
- Write each paragraph about one topic.
- Use examples to explain things.
- Use bullet points for lists.
- When you write “she”, “he” or “it”, make it clear who or what you mean.



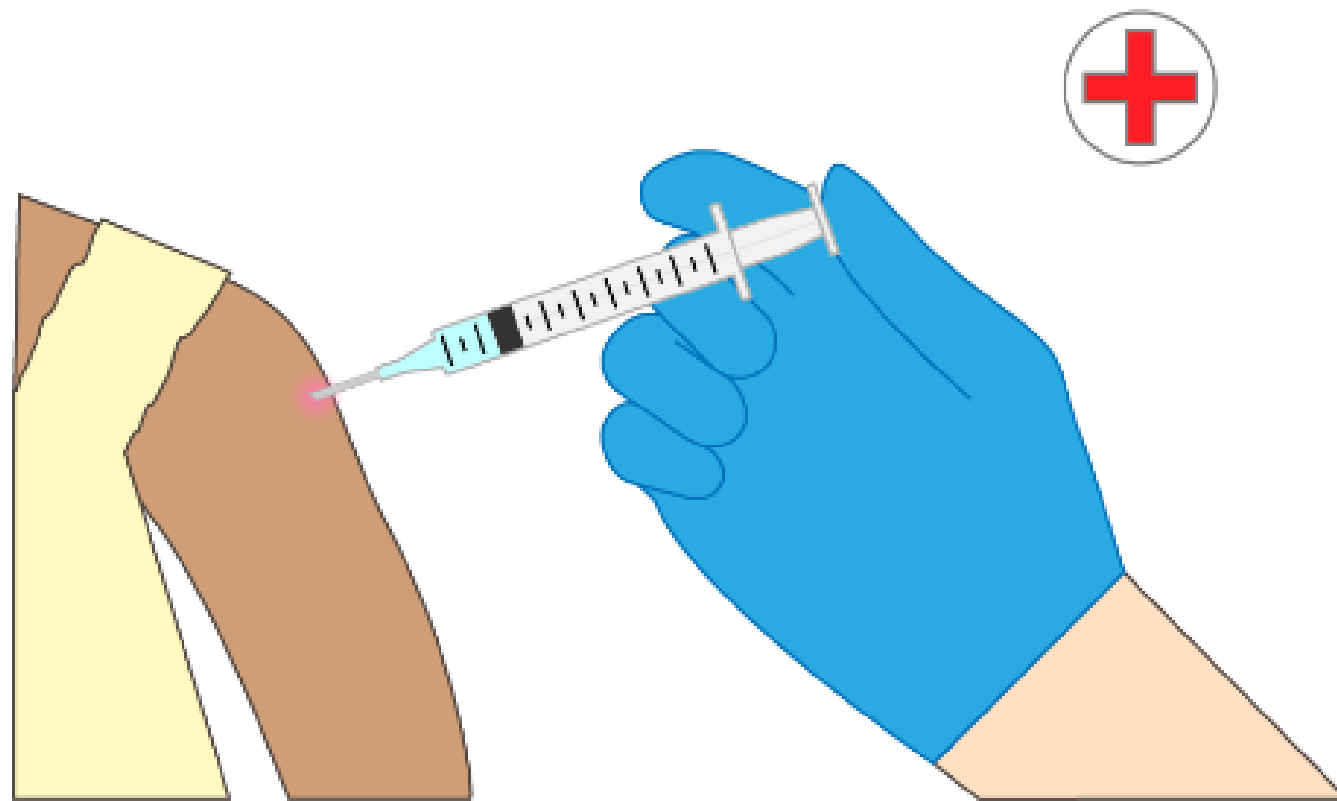


How the document looks:

- Number all pages.
- Use Arial/Calibri/Aptos font, size 14 or bigger.
- Align the text to the left.
- Add images next to the text to help people understand the content.
- Use the images that are easy to understand.
- Make your titles clear and easy to understand.
- Use bold for your titles.



Example




Immunisation protects your baby from some diseases.

Immunisation means a doctor or nurse gives your baby a needle with a **vaccine** inside.

The vaccine is the medicine that protects your baby from some diseases.





PRIME is a short name for
Promoting Inclusive Mobilities Experience.
PRIME is an international project.
We want people with disabilities to travel abroad
as independently as possible.

PRIME results will be:

- **A Need Analysis Report.**
It is a document with the needs of people.
First we will ask people about their needs.
- **A Handbook** with guidelines and tips for workers.
- Official **documents in easy to read.**





Exercise in 3 groups:

Prepare an easy-to-read fragment of a participant's report.

Remember to follow the standards.

Try to select illustrations (for the purposes of this exercise, they do not have to be from legal sources).



 **EUROPEAN
SOLIDARITY
CORPS**

Participant Report Form – Volunteering

Fields marked with * are mandatory.

Document code: ESC-Volunteering-2025





Exercise in 3 groups:



5 European Solidarity Corps Programme Priorities

The programme supports a number of key European political priorities: inclusion and diversity, environmental sustainability, digital transformation, and participation in democratic life. Do you think that as a result of your activity you have acquired knowledge or ideas relevant for one or more of these priorities?

5.1 Do you agree with the following statements? As a result of my activity...

Multiple answers are possible

	Yes	No
* I have learned more about environmental, climate and sustainability issues	<input type="radio"/>	<input type="radio"/>
* I have changed my habits to become more sustainable	<input type="radio"/>	<input type="radio"/>
* I have a better understanding of diversity in society	<input type="radio"/>	<input type="radio"/>
* I am more committed to work against discrimination, intolerance, xenophobia and racism	<input type="radio"/>	<input type="radio"/>
* I am more interested in participating in elections, in other democratic processes, and in the life of my local community	<input type="radio"/>	<input type="radio"/>
* I have learned more about Europe, the European Union and European values	<input type="radio"/>	<input type="radio"/>
* I have learned more about new and useful ways to apply digital technology	<input type="radio"/>	<input type="radio"/>
* I am eager to use more digital technologies in my studies or work	<input type="radio"/>	<input type="radio"/>





ETR documents





European Solidarity Corps Volunteer Agreement In easy to read and easy to understand	
How to read this document? The yellow part gives you information. The white part is for you to fill in your information. What to do? Fill in your information on a computer or write it with a pen. If you need help, ask someone to help you.	
The European Solidarity Corps is an international program. It is a program for young people who want to work as volunteers on different projects. The money for these projects comes from the European Union.	
The European Union is called the EU . The EU is a group of countries that work together. These countries work to help each other and be stronger. The EU makes rules about many parts of our lives. Some of these rules are important for people with disabilities. For example, rules that give people with disabilities more rights while going abroad.	

European Solidarity Corps Volunteer Agreement

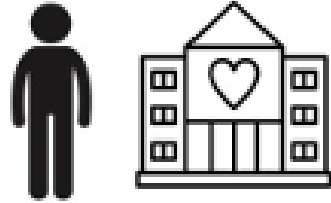



A volunteer agreement is a document.

It explains the rights and responsibilities of:

- the volunteer
- the organisation in which the volunteer will be working.



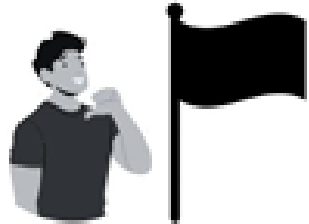

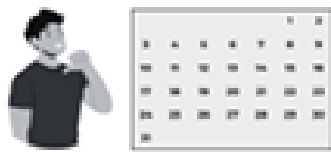




<p>Name and surname of a person from the organisation:</p> <input type="text"/> <p>Date:</p> <input type="text"/> <p>Signature of a person from the organisation:</p> <input type="text"/>	 
<p>Your name and surname:</p> <input type="text"/> <p>Date:</p> <input type="text"/> <p>Your signature:</p> <input type="text"/>	 





<p>Your phone number</p> <input type="text"/>	
<p>Your e-mail address</p> <input type="text"/>	
<p>Your citizenship</p> <p>Citizenship means the country you come from. For example, Italian citizenship means that you come from Italy.</p> <input type="text"/>	
<p>Your gender:</p> <p><input type="checkbox"/> woman</p> <p><input type="checkbox"/> man</p> <p><input type="checkbox"/> other</p>	
<p>Your date of birth:</p> <ul style="list-style-type: none">• day <input type="text"/>• month <input type="text"/>• year <input type="text"/>	





Participant Report - Volunteering

Easy to read and easy to understand



How to read this document?

The **yellow part** gives you information.
The **white part** is for you to fill in your information.

What to do?

Fill in your information on a computer or write it with a pen.
If you need help, ask someone to help you.



Participant Report is a form.

A form is a paper with questions for you to answer.
You are filling in this form because you took part
in a **European Solidarity Corps** program.
It is a program for young people
who want to work as volunteers on different projects.
The money for projects comes from the European Union.



1. What is the Participant Report for?

This form helps the European Commission understand:

- what you learned
- what was good
- what could be better.

Your answers will help to make European Solidarity Corps
program better.

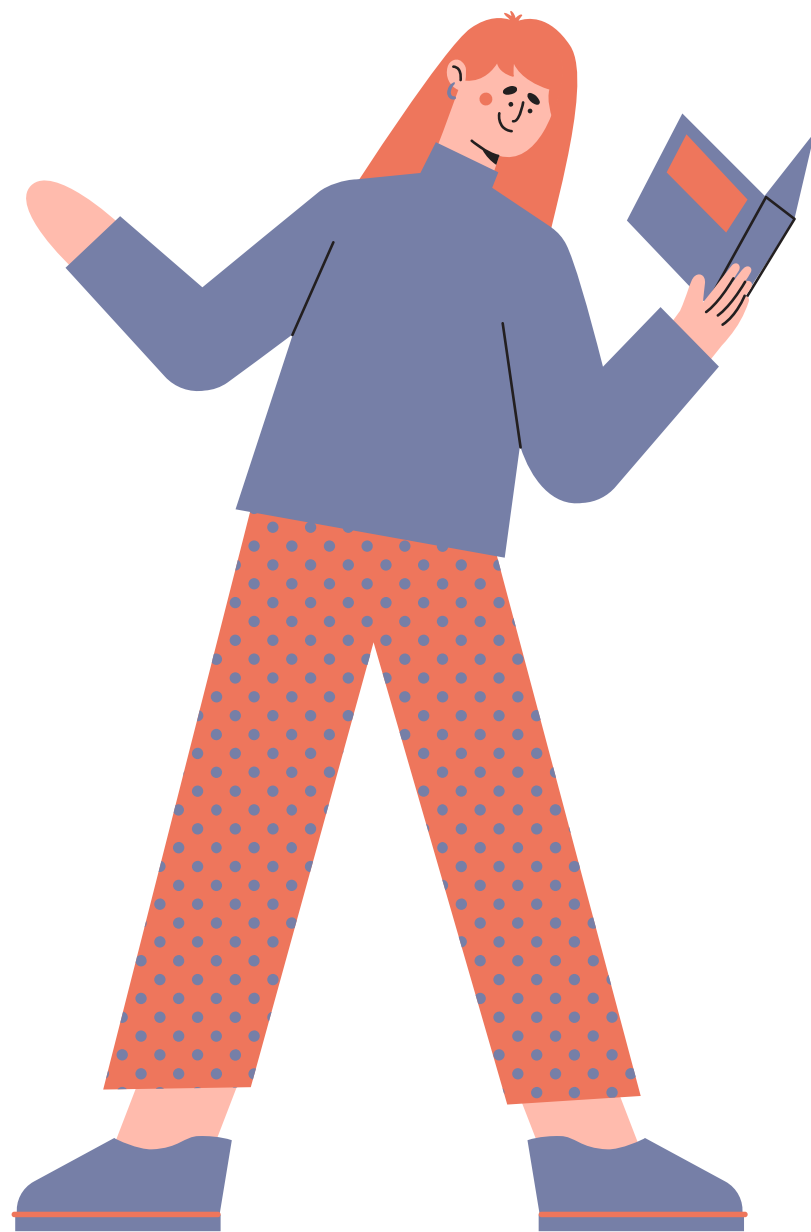


Participants Report Volunteering






Participant Report is a form.

A form is a paper with questions for you to answer.

You are filling in this form because you took part
in a **European Solidarity Corps** program.





<p>Do you accept how other people think or act?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> I do not know</p>	
<p>Do you like that Europe has many different cultures?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> I do not know</p>	
<p>Do you understand that some people have a harder life in our society?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> I do not know</p>	
<p>Do you understand better what you want in life and work?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> I do not know</p>	
<p>Do you want to learn more in the future?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> I do not know</p>	





Things that made life difficult for you

You can choose yes or no.

Are you a person with a disability?

Yes

No

Do you have any health problems?

Yes

No

Do you have learning difficulties?

Yes

No

Do you have money problems?

Yes

No

Have you been treated differently because of who you are?

Yes

No





Do you live in a place without shops, services and public transport?

Yes

No












<p>How hard was it to use European Solidarity Corps portal to apply?</p> <ul style="list-style-type: none"><input type="checkbox"/> Easy<input type="checkbox"/> Medium<input type="checkbox"/> Hard	
<p>2. Getting ready</p> <p>Did you join online training?</p> <ul style="list-style-type: none"><input type="checkbox"/> Yes<input type="checkbox"/> No	
<p>Are you happy with the online training?</p> <ul style="list-style-type: none"><input type="checkbox"/> I am happy<input type="checkbox"/> I do not know<input type="checkbox"/> I am not happy	
<p>Are you happy with the training when you arrived?</p> <p>Training when you arrived is for projects longer than 2 months.</p> <ul style="list-style-type: none"><input type="checkbox"/> I am happy<input type="checkbox"/> I do not know<input type="checkbox"/> I am not happy<input type="checkbox"/> I was not interested<input type="checkbox"/> I was not invited	





All you need to know about Youthpass

 PR.I.M.E. – PRomoting Inclusive Mobility Experiences 2023-1-IT01-KA220-VET-000154072	
<p>All you need to know about Youthpass</p> <p>Easy to read and easy to understand</p>	
<p>Youthpass is a document. A document is an important paper with information. You use this document for European Union programs:</p> <ul style="list-style-type: none"> • European Solidarity Corps • Erasmus + 	<p style="text-align: center;">Youthpass</p> 
<p>The European Union is called the EU. The EU is a group of countries that work together. These countries work to help each other and be stronger. The EU makes rules about many parts of our lives. Some of these rules are important for people with disabilities. For example, rules that give people with disabilities more rights when going to another country.</p>	 
<p>The European Solidarity Corps is an international programme for young people. The European Solidarity Corps helps you:</p> <ul style="list-style-type: none"> • to be a volunteer in another country • learn new skills • learn about different cultures. <p>Culture is the different ways people live. Like the different food they eat.</p>	 
1	

 PR.I.M.E. – PRomoting Inclusive Mobility Experiences 2023-1-IT01-KA220-VET-000154072	
<p style="text-align: center;">Youthpass</p> <p>Youthpass Certificate</p> <p>Easy to read and easy to understand</p>	
<p>How to read this document? The yellow part gives you information. The white part is for you to fill in your information.</p> <p>What to do? Fill in your information on a computer or write it with a pen. If you need help, ask someone to help you.</p>	 
<p>The Youthpass certificate is a document. A document is an important paper with information. The Youthpass certificate has information about:</p> <ul style="list-style-type: none"> • the project you took part in • your tasks • what you learned during the project • what training you took part in. 	<p style="text-align: center;">Youthpass</p> 
<p>You learn all your life. In Youthpass you write what you have learned in the project. It is good to know what you have learned. Then you know if you have changed and grow. You can also show Youthpass to others.</p>	
1	

YouthPass Certificate



All you need to know about Youthpass

In Youthpass you list:

- what you have learned in the project
- what skills you have developed.

There are 8 important skills in Youthpass.
Here you can read about 8 important skills.



3. What are citizenship skills?

It means to be a good citizen.

Being a good citizen means:

- Being interested in your country and the world.
- Helping others.
- Caring for the environment.
- Sharing what you think.
- Voting in elections.



All you need to know about Youthpass

During the European projects you can work for:

- people
- environmental protection.

You can also learn about how people live in different European countries.



You can answer these questions:

- Have you learned about how people live in other countries?
- What does being a citizen mean to you?
- What can you do for the people and environment in your community?



YouthPass Certificate

3. Your citizenship skills

What have you learned?

What have you achieved?



All you need to know about Youthpass

5. What are cultural awareness skills?

It means you want to try different types of art, for example:

- photography
- music
- painting.

It means making art, for example:

- drawing
- dancing
- making sculptures.

It means being interested in the cultures of different countries.

During the European projects you can:

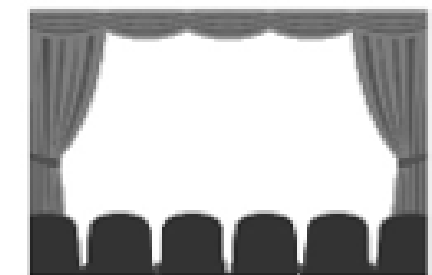
- Learn about different cultures.
- Get better at making art.



All you need to know about Youthpass

You can answer these questions:

- Have you made any art?
- Have you learned about the culture of another country?
- Have you been to cultural events? For example:
 - a festival
 - an exhibition
 - an art workshop
 - a theatre show




YouthPass Certificate

5. Your cultural awareness skills

What have you learned?

What have you achieved?





How to use PR.I.M.E ETR documents?

You should prepare the ETR version of documents into the PWID's native language.

We have prepared documents in:

- World version
- PDF version
- some of them in editable PDF version.

To prepare documents in your native language, you can use World version with grafics.





How to use PR.I.M.E ETR documents?



Documents in easy-to-read can be completed by the person themselves or with support.

Documents can be completed:

- by pen
- on a computer
- verbally (support person can note down answers).





How to use PR.I.M.E. ETR documents?



You can prepare an editable PDF version.

We did this using a free program: **PDFescape**

Users of easy to read text will be able to fill out the document without worrying that they will accidentally delete or change something in the document (which can happen when filling in the Word version).





How to use PR.I.M.E. ETR documents?



The easy-to-read versions of documents are supporting documents. Persons using them will also have to sign the original version. You should inform the person about this and explain why it is necessary (legal issues).





How to use PR.I.M.E ETR documents?


Remember to consult your document with at least one user of easy to read and understand texts.

How to conduct consultations?

Tanya will talk about her experience with conducting consultations on PRIME documents later.

We can give you some tips on what to look out for during consultations.






How to use PR.I.M.E ETR documents?

Some useful tips on what to look out for during consultations.

- **ASK QUESTIONS:** it is worth asking the person evaluating the text questions to check how much he or she understands the text.
- **ASK TO SUM-UP OR EXPLAIN:** It is worth asking to summarize sentences or explain how she or he understood a sentence.
- **ASK ABOUT THE IMAGE:** It is also a good idea to ask them to relate what the illustration shows to make sure they understand it.
- **ASK CONCEPTS:** You can ask what a specific word means.






How to use PR.I.M.E ETR documents?

Some useful tips on what to look out for during consultations.

- **KEEP A RECORD ON THE FEEDBACK:** accompany one person (or group) while reading a text and write down his/her remarks or mark difficult moments in the text.
- **ASK ABOUT THE DIFFICULTY OF FILLING THE DOCUMENT:** If you are creating documents to be completed or filled in, it is important to check if a person is able to complete them . Is important to ask if it is easy and understandable to fill in the document with the required information.
- **ASK TO READ IT OUT LOUD:** ask the person to read the text out loud, to check if there are any elements that are difficult to read at all (hard to pronounce).





How to use PR.I.M.E. ETR documents?

Remember to include the following information at the end of the document:

- who prepared information in easy to read
- who consulted information in easy to read
- the source of the graphics.

You also need to include a sentence required by Inclusion Europe: “© **European Easy-to-Read Logo: Inclusion Europe. More information at www.inclusion-europe.eu/easy-to-read**”



Easy to read information: Monika Szabla, Tanya De'Marco


Easy to read consultation: Angela Bettoni, Isabel Portelli

Graphics: www.canva.com

“© European Easy-to-Read Logo: Inclusion Europe.

More information at www.inclusion-europe.eu/easy-to-read”





How to use PR.I.M.E ETR documents?

Examples of the graphics sources:

1. Unsplash
2. Wikimedia Commons
3. Pexels
- 4. Canva - PR.I.M.E documents**
5. Pixaby
6. Sclara

Source of pictograms:

ARASAAC - Pictograms available under an open licence

<https://arasaac.org>



Thank You

Monika Szabla

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Panevėžio socialinių pokyčių centras



Vision Mediating knowledge Networking



WE

ARE



PROMOTING INCLUSIVE MOBILITY EXPERIENCES



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