

SUGGESTED RESOURCES

Following is a collection of resources submitted by conference speakers and PLAIN members just before the conference. It is by no means exhaustive, but we hope it will give you a few good additions for your own lists.

.....

Useful Web Resources

Canadian Public Health Association (CPHA) - National Literacy & Health Program

<http://www.nlhp.cpha.ca>

This site offers a host of links to information on literacy and plain language, with a Canadian focus. This includes Canadian literacy statistics, and how these relate to the need for plain language. You can also link to an extensive bibliography. All is available in multiple formats, and often in both English and French.

Can You Read This? http://osu.orst.edu/dept/ehe/nu_literacy.htm

The literacy portion of Dr. Ellen Schuster's web site: Quick and Practical Nutrition Education Information.

Clarity <http://www.adler.demon.co.uk/clarity.htm>

Clarity is an international association of lawyers and writers interested in plain legal language.

Clear Language and Design www.eastendliteracy.on.ca/ClearLanguageAndDesign/

An interactive Reading Effectiveness Tool, online plain language thesaurus, and more.

Directory of Plain Language Health Information CPHA

<http://www.pls.cpha.ca/english/directry.htm>

Released in 1999, this directory is available, in English or French, from their site to read in Adobe Acrobat. Or, you can order it in hard copy.

The Editorial Eye www.eicommunications.com/eye/

Considered one of the best newsletters for professional editors.

The Electronic Editors http://www.ikingston.demon.co.uk/ee/mac_01.htm

A free macro library that helps you work more effectively on screen.

The 5 C's: Areas to consider for making your health messages accessible to a wider population

http://www.ohpe.ca/ebulletin/ViewFeatures.cfm?ISSUE_ID=258&startrow=11

By Michelle Black in May 2002, in the Ontario Health Promotion E-mail Bulletin #258.1.

Health Canada Online: How Does Literacy Affect the Health of Canadians?
<http://www.hc-sc.gc.ca/hppb/healthpromotiondevelopment/pube/literacy-health/literacy.htm>

This oft-referenced report addresses how literacy is a significant factor in health.

National Adult Literacy Database (NALD) <http://www.nald.ca/index.htm>

This site offers a treasure trove that includes literacy statistics, directories of literacy organizations across Canada and discussion groups.

The Oxford Dictionary www.askoxford.com/betterwriting/plainenglish/

The Oxford Dictionary web site's plain English page.

Overview of Health Communication Campaigns

<http://www.thcu.ca/infoandresources/publications/pdfohc41399.pdf>

Produced by the *Centre for Health Promotion (University of Toronto)* this workbook includes a section that allows health communicators to closely analyze their audiences.

Plain Language Association International (PLAIN) <http://www.plainlanguagenetwork.org/>

Includes a free Listserv for plain language practitioners.

Plain English Campaign <http://www.plainenglish.co.uk/>

UK Plain English Campaign free resources.

Reviewer's Guide to Evaluating Health Information Materials

<http://www.prenataled.com/story7.htm>

From the *Prenatal Ed* site in the United States, this guide aims to aid the reviewer in checking the fit between health information material and the people who will use it.

Shel Holtz www.holtz.com

Shel Holtz gives seminars all over North America on Writing for the Wired World and maintains a very useful web site.

Society for Technical Communication (Toronto Chapter) <http://www.stctoronto.org/>

http://www.spry.org/sprys_work/education/web_guide.html

An excellent resource on older adults and the World Wide Web.

United States government plain language campaign <http://www.plainlanguage.gov>

Useit www.useit.com/alertbox/

Jakob Nielson's valuable, ongoing research into reading behaviour on the Internet.

Web Accessibility Initiative www.w3.org/WAI/ER/existingtools.html

The Web Accessibility Initiative is a collection of links and resources from the World Wide Web Consortium (W3C) to help Web content developers ensure their pages are accessible by people with disabilities. You can find the guidelines related to plain language by following these links:

Guideline: <http://www.w3.org/WAI/wcag-curric/gid15-0.htm>

Checkpoints: <http://www.w3.org/WAI/wcag-curric/chk15-0.htm>

Examples: <http://www.w3.org/WAI/wcag-curric/sam113-0.htm>, and [.../sam114-0.htm](http://www.w3.org/WAI/wcag-curric/sam114-0.htm)

Useful Print Resources

- Acadia Health Education Coalition. *Face to Face* (video). P.O. Box 308, Hollowell, Me 04347, 1993.
- Asprey MA, *Plain Language for Lawyers*, Federation Press, Sydney, 1996.
- Bailey, Edward P. *Plain English at Work*. New York: Oxford University Press, 1996.
- Baldwin, Ruth. *Clear Writing and Literacy* (Revised Edition). Toronto: Ontario Literacy Coalition, 2000.
- Canadian Labour Congress. *Making it Clear: Clear Language for Union Communications*. Ottawa: The Canadian Labour Congress, 1999.
- Dept. of the Secretary of State of Canada. *A Way with Words: Guidelines and Appropriate Terminology for the Portrayal of Persons with Disabilities*. Ottawa: Minister of Supply and Services Canada, 1991.
- Doak L., Doak C.C. and Root, J. *Teaching Patients with Low-Literacy Skills* Lippincott: Philadelphia, 1985.
- Farkas et al. *An Evaluation of the Readability of Health Education Materials* Canadian Journal of Public Health 1987; 78: 374-378.
- Federation canadienne pour l'alphabétisation en français. *Ecrire Simplement*. 235 chemin Montreal, Vanier, Ontario K1L 1A7, 1995.
- Goldsmith, Penny et al. *Reaching your Readers: A Fieldtesting Guide for Community Groups*. Vancouver: Legal Services Society of B.C., 1993.
- Government of British Columbia. *Words, Images, Disabilities: A Guide for Media professionals*. Vancouver, BC Rehab, 1995.
- Grotsky, Rose. *Get to the Point: A strategy for writing clearly at work*. Toronto: Praxis Adult Training and Skills Development, 1998.
- King S, *On Writing*, Hodder & Stoughton, London, 2001.
- May, Claire B & May, Gordon S. *Effective Writing - A Handbook for Accountants*. Upper Saddle River: Prentice Hall, 1999.
- McKay, Melanie & Rosa, Elizabeth. *The Accountant's Guide to Professional Communication*. Thompson Learning, New York: Harcourt College Publishers, 2000.
- Mowat, Christine. *A Plain Language Handbook for Legal Writers, 1999*. (Order from www.carswell.com.)
- Multiculturalism and Citizenship Canada. *Plain Language Clear and Simple*. Ottawa: Minister of Supply and Services Canada, 1991.
- Neiditz, Minerva. *Business Writing at its Best*. New York: Richard D. Irwin Inc., 1994.

Plain 4th Biennial Conference, Sept 26 to 29, 2002

Suggested Resources

O’Conner, Patricia. *Woe is I: the Grammarphobe’s Guide to Better English in Plain English*.
New York: Grosset/Putnam, 1996.

Ontario Women’s Directorate. *Words that Count Women In*. Toronto: Manager, Speeches and
Information, 1993.

The Penguin Working Words, Penguin Books Australia Ltd, Ringwood, 1993.

Style Manual, John Wiley & Sons (for Commonwealth of Australia), 2002.

U.S. Securities and Exchange Commission: *A Plain English Handbook*. Washington, D.C., 1998.

Williams et al. *Inadequate Functional Health Literacy Among Patients at Two Public Hospitals*
JAMA 1995; 274: 1677-1682

Williams, Robin. *The Non-designer’s Design Book: Design and Typographic Principles for the
Visual Novice*. Berkeley, California: Peachpit Press, 1994.

Other Resources You’ve Learned of...

Please feel free to use this space to add others you hear about at the
conference:



Human Resources
Development Canada

Développement des
ressources humaines Canada

National Literacy Secretariat

Le Secrétariat national à l'alphabétisation

**CANADIAN PLAIN LANGUAGE RESOURCES & TOOLS
NATIONAL LITERACY SECRETARIAT
SEPTEMBER 2002**

PRINTED MATERIAL

First Aid for Everyone; The Vital Link

Price: \$10.95 plus GST

Ordering Information:

Canadian Red Cross

170 Metcalfe Street

Ottawa, ON K2P 2P2

Phone: (613) 790-1900

Fax: (613) 740-1911

Web Site: <http://www.redcross.ca/article.asp?id=000668&tid=001>

The Literacy Audit Kit; Tools to Help Make your Services More Accessible

Includes a Video

Price: \$80.00 for non-profit organizations

\$120.00 for all others

Ordering Information:

The Alberta Association for Adult Literacy

605, 332 – 6 Avenue S. E.

Calgary, AB T2G 4S6

Phone: (403) 297-4994

Fax: (403) 297-6037

Web Site: <http://www.nald.ca/PROVINCE/ALT/Aaal/Store/auditkit/auditcov.htm>

Plain Language: Clear and Simple

Price: \$10.95

GoC Catalogue Number Ci53-3/3-1991E

Issued by: Multiculturalism and Citizenship

Ordering Information: 1-800-635-7943 or (819) 956-4800

Government of Canada Publications:

http://canada.gc.ca/publications/publication_e.html

Pour un style clair et simple

Price: \$10.95

GoC Catalogue Number Ci53-3/3-1991F

Issued by: Multiculturalism and Citizenship

Ordering Information: 1-800-635-7943 or (819) 956-4800

Government of Canada Publications:

http://canada.gc.ca/publications/publication_e.html

Plain Language: Clear and Simple - Trainer's Guide

Limited quantities available from the National Literacy Secretariat

<http://www.nald.ca/nls.htm>

Tel.: (613) 946-1388

Pour un style clair et simple - Guide du formateur

Limited quantities available from the National Literacy Secretariat

<http://www.nald.ca/nls.htm>

Tel.: (613) 946-1388

WEB SITES

Canadian Public Health Association

<http://www.cpha.ca/>

Consumers Association of Canada

<http://www.consumer.ca/>

See the information regarding the new magazine **Consumer Aware**, which is in plain language

Plain Language Fact Sheet on the National Literacy Secretariat Web Site

<http://www.nald.ca/nls/nlsild/fact6.htm>

Plain Language Links on the National Literacy Secretariat Web Site

<http://www.nald.ca/nls/inpub/plain.htm>

**Plain Language Materials in the NALD Literacy Collection
(National Adult Literacy Database)**

<http://www.nald.ca/clr/plain.htm>