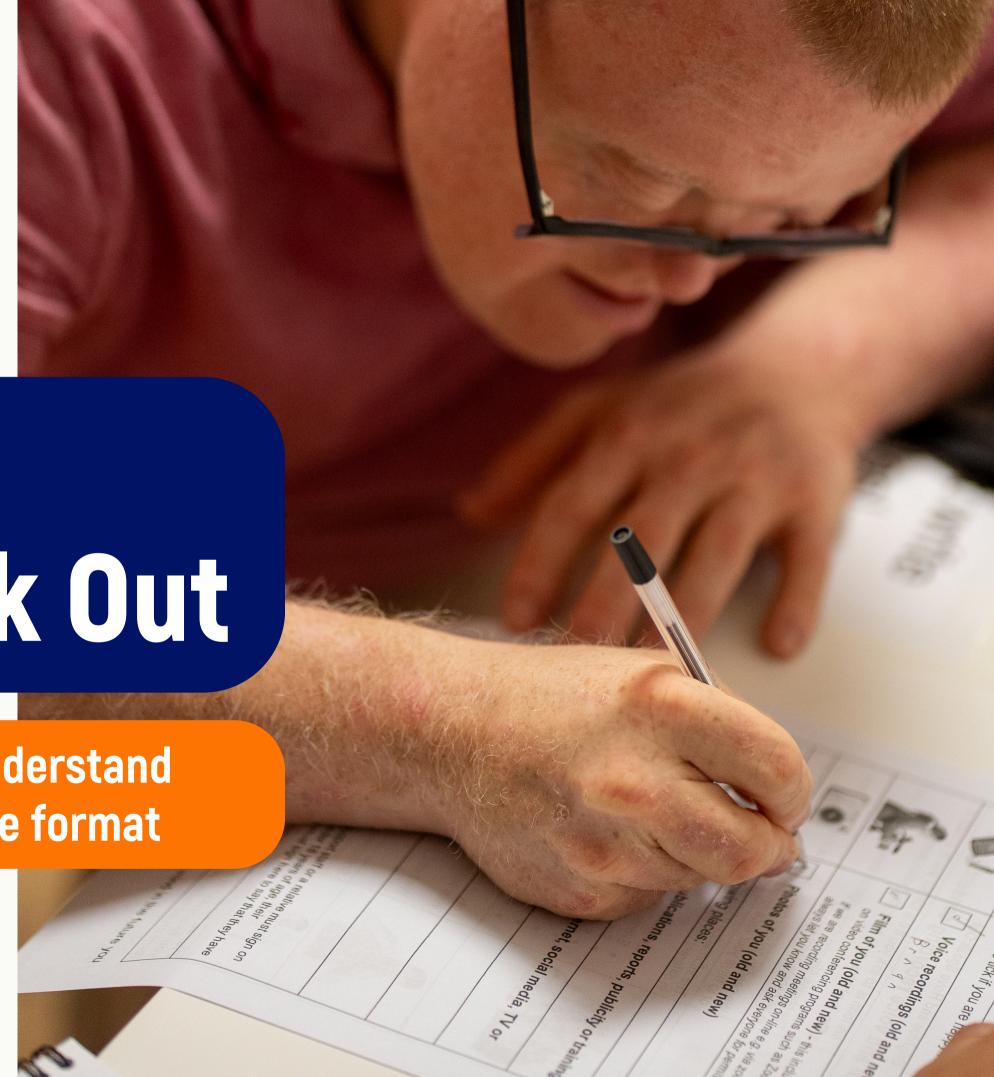




Easy Read with Speak Out

Helping people with learning disabilities understand important information in a more accessible format









About us

At Speak Out, we make sure that people with learning disabilities can speak up and take action about things that matter to them.

Our work is led by listening and responding to the views of people with learning disabilities.

Our service is free for people to use and we are independent from council funded learning disability services.



Easy Read: How it works

Send us your document and we'll translate it into easy read

01 Document review and quote

Send us your document and we'll take a look and discuss time frames and deadlines. We'll then send you a quote.

02 Assign a translator

We'll then put you in touch with one of our trained translators who will keep you updated along the process.

03 User testing

Once the initial draft is completed, we then get it user tested by experts by experience; people with learning disabilities.

04 First draft

We then send the user tested first draft to you, where you can let us know if you'd like any final changes made.

Final draft

Once you're happy, we'll then send you a final version in your preferred file format. Our standard is PDF.



Approach

Our approach

Our work is led by listening and responding to the views of people with learning disabilities. Our user testing by experts by experience stage is the most important part of our process. We get each document user tested twice to ensure they understand the information we have translated and make any changes they suggest.





Noteable clients

Our portfolio is extensive and ever growing. We've worked with a number of clients in Brighton & Hove and beyond.



NHS

Sussex

LeDer reports,
Cardiovascular health
resources and many
more





Nottingham University

Research papers and findings relating to cognitive impairments and exploitation





Brighton —

& Hove City Council

Policies, surveys, strategies, minutes and many more





Outside

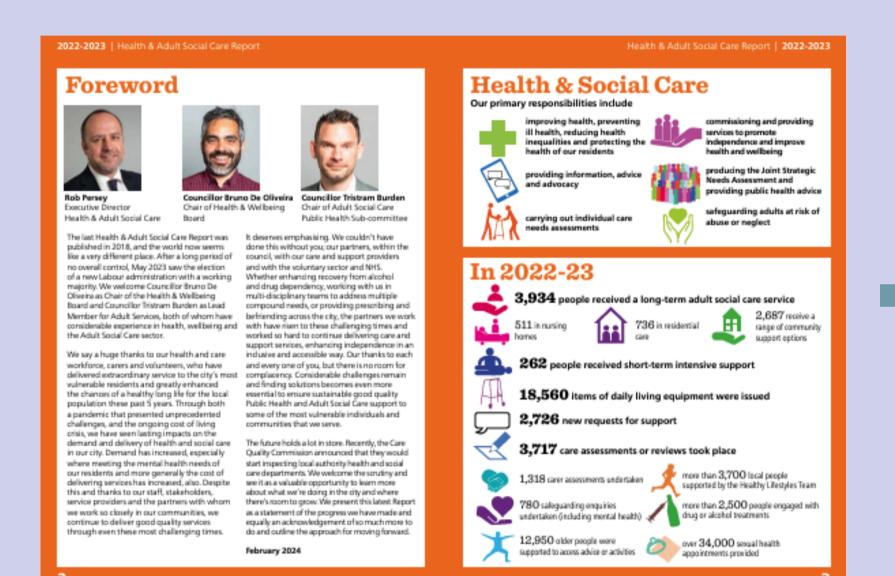
In Arts

Exhibitions and project briefs

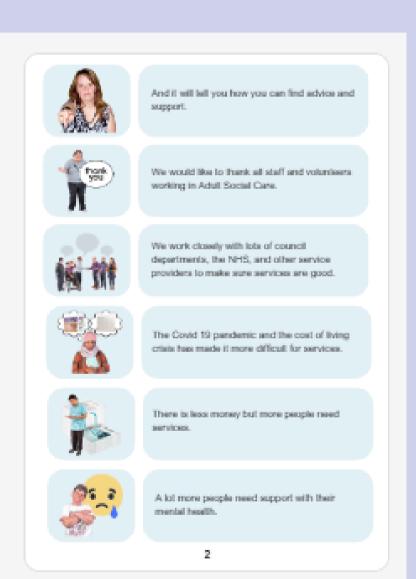




Health & Adult Social Care Report: BHCC



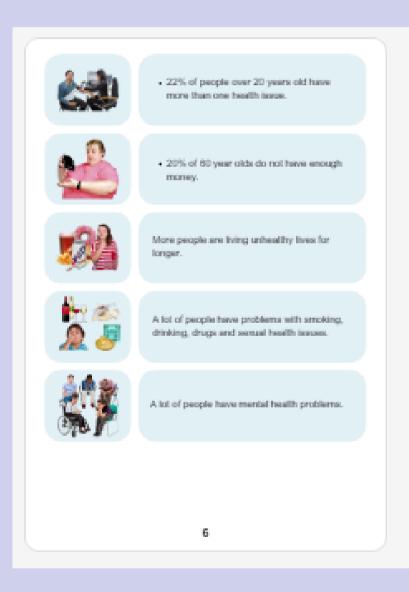






Health & Adult Social Care Report: BHCC

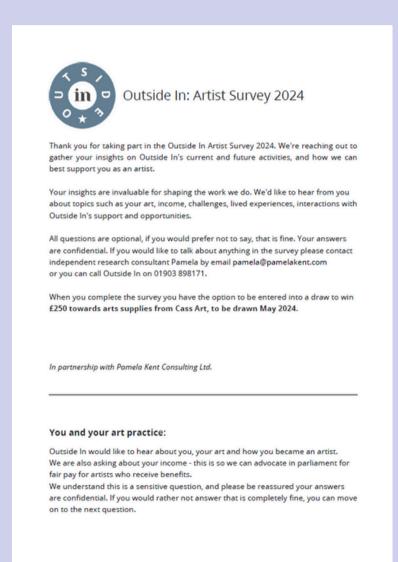


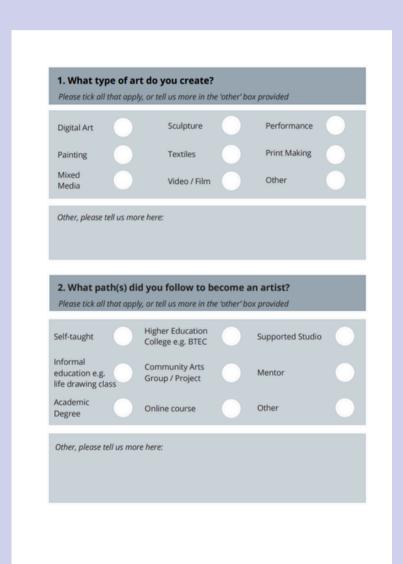


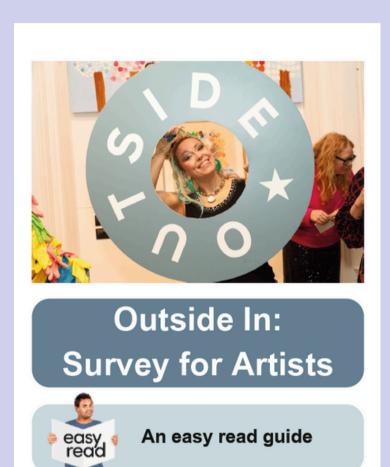




Outside In: Artists Survey





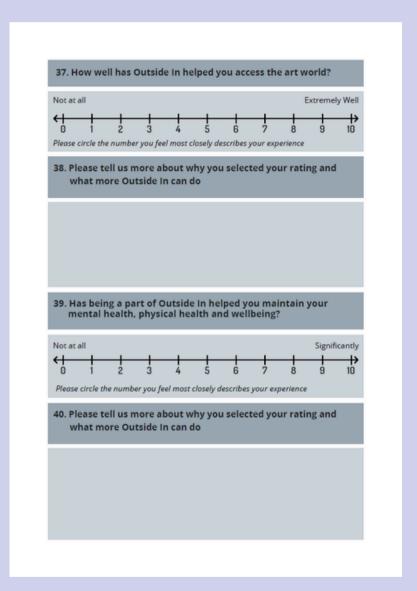




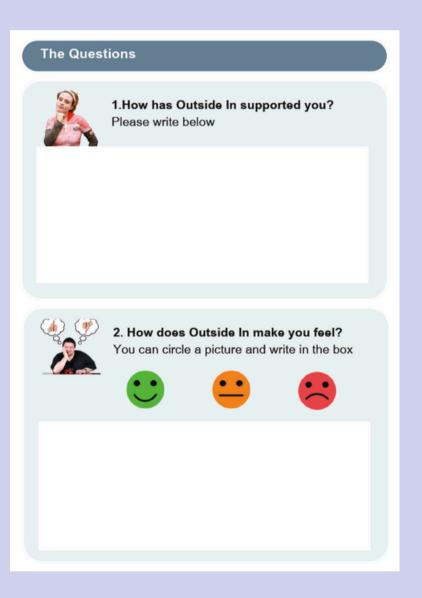


Outside In: Artists Survey











Consistency



Consistency is key to not only making an easy to read document, but also helps to give a more professional finish. We use an **in-house designer** to design check all our easy read documents in our Speak Out specific branding, at **no extra cost** to you.

Aa Bb Cc

We use a large, simple font, with **bold phrases** to highlight key bits of information. Each sentence is placed inside a coloured box, helping to improve across the page readability whilst making it visually engaging.

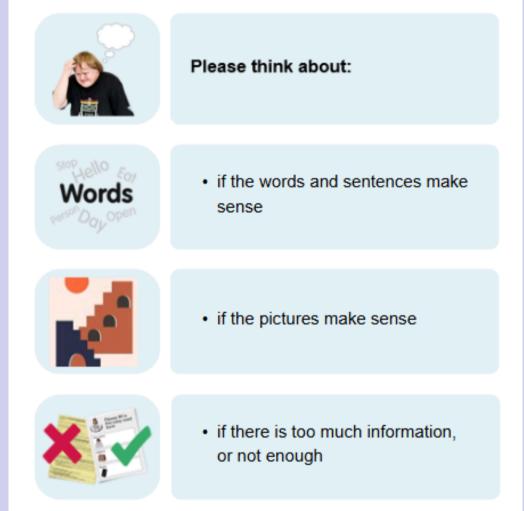


We'll work with you every step of the way to ensure our translators convey your key messages. We also happy to incorporate any changes you have where appropriate.

Design







Our user testing stage is one of the most important stages of our easy read translation process.

We work with people with learning disabilities who are experts by experience to carefully review the document and make any changes they suggest to help make it more accessible.

We do this **up to 3 times** with different people to make sure each document is thoroughly user tested.







We use Photosymbols for all our images used in our easy read documents. Each image is a high quality JPEG, making your files print ready to a high standard.



Inclusivity

Photosymbols provide unique pictures to use, specifically designed to reflect the lives ofp eople with learning disabilities.



Training

Our team of translators are easy read trained with Photosymbols.



Contact us



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