

If paper is too thin, print from the other side can show through, making it harder to read the information.			
17. Is the paper thick enough to prevent this?	Yes	No	
'Glare' is light reflection. If a leaflet has glare, it can be hard on the eyes, making it harder to read the information.			
18. Is there 'glare' which affects your ability to read the leaflet?	Yes	No	
19. Could the layout be improved in any other way(s) than those already covered in this form?	Yes	No	
If yes, how?			
20. Did you notice any errors in grammar?	Yes	No	
If yes, please comment:			
21. What is your overall impression of the leaflet?	Excellent	Good	Average      Poor

**Any other comments:**

## Audit tool for appraising patient information

Please write down the title as it appears on the leaflet

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**Who is it** \_\_\_\_\_ **Your**  
**published by** ----- **name** -----

<b>QUESTIONS</b>	Please circle your answer(s)
1. Does the leaflet say when it was developed?	No, not at all      Month and year      Year only
2. Does it say when it should be reviewed?	No, not at all      Month and year      Year only Other (please explain)
3. Does it show who it was developed by?	Yes      No
Look at the text in the leaflet that is aimed at the patient/carer. (Do not include any text that is deliberately 'small print' because it is for staff to use, e.g. 'Date developed').	
4. It should be at least Font size 12 which is like 'this'. Is the text at least font size 12?	Yes      No
When answering Questions 5 and 6 (overleaf), think about a patient/carer standing in front of a wide selection of leaflets. Consider how easy it would (or would not) be for them to find the information that they are looking for.	

5a. Is it clear from the title what the leaflet is about?	Yes	No	
5b. Does the introduction make it clear?	Yes	No	
5c. Do the title and introduction together make it clear?	Yes	No	
6. Does the leaflet state clearly who it is for?	Yes	No	
7. Are any other formats offered?	Braille	Audio	Other language(s)
	No	Large print	Other .....
8. Having read the entire leaflet, do you understand what it is trying to tell you?	Yes	No	
9. In your opinion, how suitable is the language used in the leaflet?	Too simple	Just right	Too complicated
Comment:			
10. Is there any information missing that would make the leaflet better?	Yes	No	
If yes, what would it be?			
11. Does it raise any questions that it doesn't give the answer for?	Yes	No	
If yes, what are they?			

12. Is there any information in the leaflet that doesn't need to be there?	Yes	No
If yes, please comment:		
13. Did you notice any mistakes in the information?	Yes	No
If yes, please comment:		
14. Does the leaflet advise the patient/carer where to get more information about its content?		
Telephone number	Yes	No
Mailing address	Yes	No
Email address	Yes	No
Website	Yes	No
Signposting e.g. 'Speak to your GP' or another organisation (please state) .....	Yes	No
.....		
15. In your opinion, are the pictures, if any, appropriate for the information that the leaflet contains?	Yes	No
Comment:		
Writing on top of a fussy background or on top of a picture can make it harder to read information.		
16. Are there words written over the top of a picture(s) or fussy background in this leaflet?	Yes	No

