

## APSU Writing Center

### Accessible Writing

#### What is Accessible Writing?

- Accessible writing is writing that can be read easily and understood with ease. It consists of font styles, font sizes, concise language, brief descriptions, and more.

#### Why is writing accessibility important?

- Long blocks of text can be challenging to read and can be avoided with concise writing.
- White spaces between sections can create more readable content and help readers keep their place.

#### How to create accessible writing:

- **Fonts**

- Choose clear, readable fonts such as Arial and Times New Roman.
- Choose font sizes such as 12 and 14 so that your audience can read your words clearly.

- **Text**

- Use **bold text** for emphasis, headings, and titles.
- Create bulleted lists to display information.
- Avoid using jargon, idioms, acronyms, abbreviations, and metaphorical language.
  - If you need to use an acronym, initialism or abbreviation, write out the term or phrase in full the first time it is used in a piece of writing.
- Avoid using Latin phrases or abbreviations where possible, as these are not easily understood by some readers. For example:
  - Use 'for example' instead of 'eg'
  - Use 'that is' instead of 'ie'
  - Use 'note' instead of 'nb'
  - Use 'per year' instead of 'per annum'
  - Avoid using 'etc'.
- Create Clarity by using these words:

▪ agenda → plan	▪ key → important or significant
▪ advance → improve	▪ land → get or achieve
▪ collaborate → work with	▪ leverage → influence or use
▪ counter → prevent	▪ liaise → work alongside
▪ dialogue → discussion	▪ progress → develop or work on
▪ focus → concentrate on	▪ promote → recommend or support
▪ impact → have an effect upon	▪ streamline → simplify
▪ incentivize → encourage or motivate	▪ tackle → stop, solve, or deal with
▪ initiate → start or begin	▪ utilize → use

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