

Reading Panel Feedback Sheet

Name of leaflet / poster / web page	
Date	
Your Name, and contact details if you are new to the panel	

We will provide brief information on the information, who it is for and where it can be found

Please fill in the following comment boxes adding any comments you like either good or bad. If you need more room please use another sheet of paper. Please also feel free to make notes on the draft document itself if you find this easier.

A reply paid envelope is available for you to return your comments to us.

1. What were your opinions on the presentation of the information e.g. colours, layout, pictures etc...?

2. Was it easy to understand? Were there any words you didn't understand?

Were there any sentences you had to read two or three times (or more) before they made sense?

Were explanations clear and simple? (please circle or highlight a, b, or c) and include any additional feedback in the box provided, you can continue on a separate sheet if you need more space

- a.** Yes, it was clear
- b.** Yes, but there could be some improvements, I've listed them below
- c.** No, I think it needs clearer explanations, I've included these in the box below

Tone of the information:

3. Did you think it was patronising or disrespectful? If so, please say how it could be improved.

Please turn over the page

4. Is there any information that you feel needs adding to the leaflet / web page / poster?

5. Is there any information that you feel should be removed from the leaflet / web page / poster?

6. Could the information be improved in any way?

7. If you have any further comments please enter below

Thank you for taking the time to read the information and complete this feedback form.