# Skill-Building Challenge Worksheet: Healthy Communication

Name: Blank Class: Blank Date: Blank

We can help others develop their health literacy by communicating health information in clear ways. Using plain language is a strategy for making written and oral information easier for a given population to understand on the first reading. It is one important tool for improving health literacy, and communicators should consider the audience receiving the information. A document using plain language is one in which people can find what they need, understand what they find, and make a good decision based on what they know.

Key elements of plain language include

* organizing information so that the most important points come first,
* breaking complex information into understandable chunks or parts, and
* using simple language and either avoiding or defining technical terms.

**TASK**

Conduct some research on the concept of wellness. Read through a few different reliable sources of information and gather some facts about what wellness is, why it is important, and what we can do to improve it. Once you have gathered the information, create a brochure or handout that presents the information in plain language. Focus on the key elements of plain language. Follow the steps outlined below:

## Step 1: Gather your sources.

You will conduct research on the concept of wellness. Begin by identifying the sources of information you will use. You must use at least two different sources of information.

My sources of information are

1.

2.

## Step 2: Research your information.

Identify three to five facts about wellness that you learned from your sources. Focus on why wellness is important and what we can do to improve it.

List your facts:

1.

2.

3.

4.

5.

## Step 3: Share your information.

Use the information you gathered to create either a one-page handout or a brochure about wellness. Focus on using plain language in your handout or brochure.

## Step 4: Evaluate your work.

Use this checklist to evaluate your work or another group’s work, depending on your teacher’s instructions. Use this scale to score the work. Write the points you decide on in each box.

3 = excellent, 2 = good, 1 = needs improvement

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| Key elements of plain language | Point value |
| Organizing information so that the most important points come first |  |
| Breaking complex information into understandable chunks or parts |  |
| Using simple language and either avoiding or defining technical terms |  |