

COGA WCAG3 text and language consolidation Card Sort Alt 2

MAKE A COPY OF THIS DOCUMENT AND REPLACE THIS PART OF IT WITH YOUR NAME

Instructions:

1. Make a copy of this document
2. Review the patterns listed below
3. Think about how you would categorize them
4. Move the list items into the categories that you create
5. Share this document with rainb@google.com & jrawe@understood.org

The patterns

- Summary - Access to a plain-language summary, abstract, or executive summaries is available.
- Single idea - Each segment of text [such as sentence, paragraph, bullet] presents one concept.
- Title - Content has a title or high-level description.
- Topic sentence - Each paragraph of text begins with a topic sentence stating the aim or purpose.
- Clear explanations of the risks and consequences of choices, including use, are stated.
- Text or visual alternatives are available for numerical concepts.
- Meaning conveyed by text appearance is programmatically available.
- Conveying importance without sizing - When font size conveys meaning (such as headings), the text maintains its meaning and purpose when text is resized.
- Ambiguous numerical formatting - Alternative formats for ambiguous number formats are available.

- Double negatives - Content does not include double negatives to express a positive unless it is standard usage for that language or dialect.
- Figurative language - Explanations for figurative and non-literal language [such as jokes, sarcasm, hyperbole, metaphors, similes, and idioms] are available.
- Common Words Outcome: Common words are used, and any uncommon words are explained. && Uncommon words - Definitions for uncommon or new words are available.
- Figurative language: Explanations for the implied meaning of figurative and non-literal language [such as jokes, sarcasm, hyperbole, metaphors, similes, and idioms] are available.
- Sentence Voice: The voice used is easiest to understand in context.
- Acronyms and abbreviations - The expanded form or meaning of abbreviations and acronyms is available.
- Appropriate tone - The language tone used is respectful and appropriate to the topic or subject matter.
- Unnecessary words or phrases - Sentences are concise, without unnecessary filler words and phrases.
- Verb tense - The verb tense used is easiest to understand in context.

Rename this header with your category 1

Move the list items of patterns above into this section to align them to this category.

Rename this header with your category 2

Move the list items of patterns above into this section to align them to this category.

Rename this header with your category 3

Move the list items of patterns above into this section to align them to this category.

Rename this header with your category 4 (optional)

Move the list items of patterns above into this section to align them to this category.

Rename this header with your category 5 (optional)

Move the list items of patterns above into this section to align them to this category.

Rename this header with your category 6 (optional)

Move the list items of patterns above into this section to align them to this category.

Rename this header with your category 7 (optional)

Move the list items of patterns above into this section to align them to this category.

Rename this header with your category 8 (optional)

Move the list items of patterns above into this section to align them to this category.