# 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.