

Clear Language Lab, a division of Literacy Works



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**Information
is
Power!**

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The Clear Language Lab is a consulting group that works with organizations to deliver their message in a clear way. This makes sure that the people who need the information can actually understand it.

Clear Language Consultants provide two services to client organizations:

- Training for staff in clear and effective communication
- Materials Re-Development to create easy to read documents

Professional Development

Clear Language Lab consultants deliver customized onsite training designed to meet the needs of your team.

Learn how to help best serve your clients with beginning or intermediate literacy skills. Choose from a wide range of available topics, covering various verbal and written communication strategies.



Materials Re-Development

Clear Language Lab consultants work with you to ensure that your public-facing materials clearly communicate the important information your clients need. Materials are translated to a level that is accessible to beginning and intermediate readers.

Having easy to understand materials not only helps your clients access important information, but it also saves your team valuable time.

Sample projects include:

- Brochures
- Handbooks
- Website content
- PowerPoint Presentations
- Flyers
- Posters

Sample Text:
Approximate Grade Level/Words: ~8/9, 78 words

Sample Revision:
Approximate Grade Level: ~4/5, 88 words

Be engaged, Get Involved!

As parents and families of ABC preschool, there are many ways for you to become involved and stay engaged in your children's education and future. Research shows that children whose parents are involved in their education do better in school. Getting involved at the preschool level will prepare you to be active once your children enter elementary school, middle school, and high school. Schools need parent and family involvement to succeed just as much as your children do.

Be a Part of Your Child's Education!

You can play an important role in your child's education.



How can I be a part of my child's school?

You can:

- Meet with the teacher
- Go on field trips
- Volunteer at the school

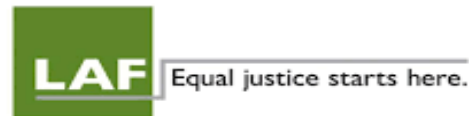
Why is it important to be a part of my child's school?

- Your child may do better in school if you are involved
- You can learn how the school system works
- You can learn how to advocate for your child
- You can help your child's school succeed

Some of our Clients



WHERE POSSIBILITY LIVES



What we hear from Clear Language Lab clients

- Patients seem more readily engaged when the materials have been tailored to their needs
 - *Community healthcare professional*
- I think I am a better listener now, and am able to pass along information with more instruction and direction
 - *Workforce development professional*
- After incorporating some of the ideas we learned in the training, our clients are more engaged and responsive to the materials
 - *Legal Aid professional*
- This was very eye opening for me. I had never thought of any of these issues before!
 - *Digital Literacy instructor*

Contact Us



Literacy Works



Clear Language Lab

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To learn more about Literacy Works
and the Clear Language Lab, visit:

www.litworks.org