

Checklist for forms

This checklist offers a quick way for you to review a form to see whether it uses clear language and is easy to follow. Not all questions will apply to every form, but try to answer 'yes' as much as possible to the questions that do apply.

	Yes	No
Language, punctuation and grammar		
1 Does the form use 'you' and 'we', where possible?	<input type="checkbox"/>	<input type="checkbox"/>
2 Are most questions in the active voice?	<input type="checkbox"/>	<input type="checkbox"/>
3 Are questions written clearly and unambiguous?	<input type="checkbox"/>	<input type="checkbox"/>
4 Does the form define any specialised terms or abbreviations clearly?	<input type="checkbox"/>	<input type="checkbox"/>
5 Does the form avoid Latin and French phrases and Latin abbreviations?	<input type="checkbox"/>	<input type="checkbox"/>
6 Are questions punctuated correctly?	<input type="checkbox"/>	<input type="checkbox"/>
7 Do similar questions use similar words and punctuation?	<input type="checkbox"/>	<input type="checkbox"/>
8 Do questions use the simplest verb tense possible?	<input type="checkbox"/>	<input type="checkbox"/>
9 Do questions avoid abstract nouns?	<input type="checkbox"/>	<input type="checkbox"/>
Structure		
10 Does the form include clear instructions at the start?	<input type="checkbox"/>	<input type="checkbox"/>
11 Are 'official use only' sections, if any, near the end of the form?	<input type="checkbox"/>	<input type="checkbox"/>
12 Does the form ask questions in a logical order?	<input type="checkbox"/>	<input type="checkbox"/>
13 Does it avoid unnecessary or repeated questions?	<input type="checkbox"/>	<input type="checkbox"/>
14 Does it group similar questions together under useful headings?	<input type="checkbox"/>	<input type="checkbox"/>
15 Does it keep numbering as simple as possible?	<input type="checkbox"/>	<input type="checkbox"/>
Page design		
16 Does it avoid underlining, groups of italics and unnecessary capital letters?	<input type="checkbox"/>	<input type="checkbox"/>
17 Does the form use a typeface (font) that is easy to read?	<input type="checkbox"/>	<input type="checkbox"/>
18 Is it clear where to give answers?	<input type="checkbox"/>	<input type="checkbox"/>
19 Is there enough space for answers?	<input type="checkbox"/>	<input type="checkbox"/>
20 Does the form use tick-the-box questions where possible?	<input type="checkbox"/>	<input type="checkbox"/>