UDL Class Summary Guidelines

Format

1. Font Size: 18 or larger

2. Font: Arial or Times New Roman

3. Margins: Standard 1 inch Around (No Columns)

4. Spacing: Content should be Double Spaced

5. Put lists in alphabetical order whenever possible

Tables, Charts and Graphs

1. Headers should be easy to read and have clear meanings.

2. If the graph has several pieces of data, make sure that they are represented with contrasting colors, such as black, white and gray. Avoid using bright and distracting colors.

3. Tables should be on one page. If part of it goes onto the next page, then the table will need a page of its own.

Content and Language

1. Avoid using multiple meaning words

2. Use short and concise sentences. Instead of using colons and semi-colons, start a new sentence.

3. Do not become preoccupied with the "reading level" or "Lexile score", as this will become burdensome. When writing the summaries, utilize vocabulary that would be used in conversations instead of vocabulary used within academic writings.

4. Ask yourself: "How would I describe this topic to someone with no prior knowledge of the subject?" This will help you when defining the important vocabulary.

5. Bullet points should be used when listing no more than 10 items. Do not write the summary in an outline format, as this can be hard for some people to process visually and cognitively.

6. Whenever possible use descriptive words to create a visual picture of the chosen activity.

Images

1. Only include photos or illustrations when they add to the reader's knowledge base. Do not include an image for the sake of including an image.

2. Use graphics with minimal wording inside or on top of the image. Captions are very helpful but shouldn't impede upon the reader's ability to view the image.

3. Provide a link to the image's original location or website.

Additional Resources

1. Include links to resources that may require or welcome additional research.

2. Include links to resources that are legitimate and come from a respected source. (Examples: .edu, .gov,CDC,NIH)

3. Videos are a great resource to include, if they add to the reader's knowledge base.