

Glossary

Accessibility – the design of products, devices, services or environments for people who experience disabilities

Accessibility Checker – verifies your document or website against a set of rules that identify possible issues for people who have disabilities. Depending on how severe the issue is, the Accessibility Checker classifies each issue as an error, warning, or tip. Microsoft 365 includes an Accessibility Checker.

Accessibility Guidelines – guidelines that outline how to make your document accessible for everyone

Acronyms – a series of letters taken from a term or name which is used in place of the term or name. For instance, CPR is the acronym for the term cardiopulmonary resuscitation and for the name Canadian Pacific Railway.

Assistive technology – used to describe products or systems that support and assist individuals with disabilities, restricted mobility or other impairments to perform functions that might otherwise be difficult or impossible

Equity – the situation in which everyone is treated fairly according to their needs and no group of people is given special treatment

Digital – websites, online documents, online forms, social media posts, video

Interpreter – provides oral translation of speech into a second language, or translation of speech into sign language.

Jargon – terminology or phrases which are usually understood and used within a specific context. For example, “non-attending physician” is jargon in the medical field for a doctor who helps you, but who is not your regular doctor.

Plain language or clear language – a way of writing or speaking which uses common vocabulary so that your message is easy to understand the first time. Refer to Plain Language Guidelines for more information. Plain language and clear language are interchangeable terms. Use either term when you research this concept.

Readability – a measure of how easy or difficult a piece of text is to read. Readability is usually expressed as a grade level or rating scale as in, “This text has a readability of Grade 6.3 on the Flesch-Kincaid scale.”

Technical language – written or oral communication that has specialized content. The product specification for a new microprocessor, a financial presentation by a senior executive and a design meeting for a new medical device are all examples of technical communication.

Translator – provides written translation of text from one language to another.