# User testing – Plain language summary template

What are we testing?

A template for writing a Cochrane Plain language summary

What do you need to do?

1. Open the template and the guidance <https://training.cochrane.org/pls-template-and-guide-user-testing>.
2. Write your Plain language summary in the template, following the instructions.

Note: links to guidance in the template are not currently active but you can navigate to specific sections of the guidance using the table of contents in the guidance.

1. Complete the questions below. We recommend you complete the questions shortly after you complete step 2 above, so that your experience of using the template is still fresh in your mind.
2. Send
   1. the completed questionnaire and
   2. your finished/draft Plain language summary

to [dmitchell@cochrane.org](mailto:dmitchell@cochrane.org)

# Questions

|  |
| --- |
| 1. Instructions in the template |
| **1.1 Were the instructions clear?** (tick one box by clicking on it)  Very clear  Clear  Neither clear nor unclear  Unclear  Not at all clear |
| **1.2 What would make the instructions clearer?** (write in the blank space below) |
| 2. Template layout |
| **2.1 Was it obvious where you should write your text and headings?** (tick one box by clicking on it)  I knew exactly where to write  I was fairly sure where to write  Sometimes I knew where to write and sometimes I didn’t  I wasn’t sure where to write  I had no idea where to write |
| **2.2 What do we need to change to make it clearer where to write your text?** (write in the blank space below) |
| 3. Template headings |
| **3.1. Was it clear which headings were recommended headings and which headings you should tailor to your review?** (tick one box by clicking on it)  Very clear  Clear  Neither clear nor unclear  Unclear  Not at all clear |
| **3.2. Did you understand what you needed to write for your tailored headings?** (tick one box by clicking on it)  Yes, the guidance was very clear  Yes, but I had to read the guidance several times  I understood for some but not all headings  Not really, the guidance could be improved  No, I did not understand the guidance |
| **3.3 What could we change to make this clearer?** (write in the blank space below) |
| 4. Guidance in the template |
| **4.1. Would you prefer more or less guidance in the template?** (tick one box by clicking on it)  Full guidance in the template  More guidance in the template  The same  Less guidance in the template  No guidance in the template |
| **4.2 What could we change to make it better?** (write in the blank space below) |
| **4.3 Did you find the examples in the template helpful?** (tick one box by clicking on it)  Very helpful  Helpful  Neither helpful or unhelpful  Unhelpful  Not at all helpful |
| 5. Full guidance |
| **5.1. Did you find the full guidance helpful when writing your summary?** (tick one box by clicking on it)  Very helpful  Helpful  Neither helpful or unhelpful  Unhelpful  Not at all helpful |
| **5.2. How much did you refer to the full guidance when you wrote your summary?** (tick one box by clicking on it)  Kept the guidance document open and used the template and guidance side by side  Checked the full guidance for writing most of the summary (6 to 8 sections)  Checked the guidance for writing some of the summary (3 to 6 sections)  Checked the guidance a little  Didn’t look at the full guidance at all |
| 5.3 **Please tell us which parts of the guidance you found useful or otherwise.** (write in the blank space below) |
| 6. Overall |
| **6.1 Would you like to make any comments or suggestions about the template? Is there anything we haven’t thought of, or anything you would like to change?** (write in the blank space below) |
| **Optional information**  **Name:**  **Contact email:**  **Review Group/Centre/Field**  **Title of review**  **Your role (e.g. author/Consumer):** |