# 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 document <https://training.cochrane.org/pls-template-and-guide-user-testing>.
2. Write your Plain language summary in the template, following the instructions.
3. 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.
4. Send
	1. the completed questionnaire and
	2. your finished/draft Plain language summary

to dmitchell@cochrane.org

# Questions

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| --- |
| 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):** |