

# Section 5

## 5

### Bilingual materials (English and Welsh)

## 5A

### Style

- Text written in both languages should be equal in terms of format, size, print quality, legibility and prominence. Both languages should be equally easy to read.

#### Explanation

- Equality in terms of presentation complies with the requirements of the Welsh Language Act 1993 to treat English and Welsh on an equal basis.
  - It also ensures equal access for the voter whether they are reading English or Welsh.
- If there is a greater amount of text in one language than the other, try, where possible, to present them in a way that means each language takes up a similar amount of space (but without contradicting the general principles of spacing – see Section 3A).

#### Explanation

- Giving each language the same amount of space on the page maintains equality in terms of presentation.
- If there is more text in one language than another, they look like they do not match, or one has information missing.

 General design considerations (Section 3)

- Keep English and Welsh text separate on the page (although they should not be on separate documents). Do not mix languages in the same sentence or block of text.
- Where possible, place the two languages side-by-side, separated by a blank margin.

For more detailed guidance, see the Welsh Language Board's publication, *A guide to bilingual design* (2001), available online at:

[www.byig-wlb.org.uk/english/publications/publications/32.pdf](http://www.byig-wlb.org.uk/english/publications/publications/32.pdf)

### Explanation

- Text is very hard to read when two languages are mixed.
- Keeping the languages separate makes it easier for the reader to find the information they need in their preferred language.
- People assume that the language stays the same in a sentence or block of text. Sentences or blocks of text that start in one language are likely to be overlooked by readers of the other language, which means they miss out on important information.

## 5B

### Content and structure

- Make sure that any Welsh translation of English (or vice versa) is accurate.

### Explanation

- All voters should be given the same information or instructions, whether in English or in Welsh.
  - Inaccurate translations may confuse voters and undermine their confidence in the information and instructions.
- Use plain language in both English and Welsh. (This might mean that translations are not always literal).

### Explanation

- People find plain language easier to read and understand. They recognise key words and are less intimidated by familiar language.



### Example bilingual materials:

- polling station notice
- polling booth notice
- postal voting 'quick-start' guide
- postal voting statement (Appendix 2)