

# Tools to Support Communication (for communication partners-- YES, THAT'S YOU)

## BEFORE COMMUNICATING:

- limit distractions (lights on, TV off, remove clutter)
- prepare to be a keen observer (notice facial expressions, gestures, etc.)
- put yourself in a comfortable position (face-to-face with good eye contact)
- collect any items (discussed below) recommended for effective communication (such as pen/paper, pictures, objects, Y/N/IDK board, etc.)
- be sure glasses and hearing aides are on

## INFORMATION IN (to understand what YOU say)

slow rate	only 1 question/idea at a time
short simple sentences/questions	write key words
use gestures (pointing, thumbs up, etc.)	use hand-drawings
repeat information (say it the <u>same</u> way)	show picture cards
rephrase information (say it a <u>different</u> way)	show physical objects

## INFORMATION OUT (to participate in asking/answering questions)

allow for increased response time (~30 seconds)	ask Yes/No/IDK questions
provide pen/paper for writing or drawing	request for elaboration (tell me more...)
look out for gestures/pointing/thumbs up/facial expressions	provide a rating scale
encourage "talking-around"/describing a specific word	
provide a list of choices-- verbal / written words / pictures / objects	

VERIFY by asking additional questions or repeating how you interpret their requests/responses