**How I communicate:**

* Please take my chart/ board/ device out of my bag
* This is what I do if I want to say something
* My speech may be unclear at times

**How much time I need to communicate**

* I need an extra 15- 30 minutes for our appointment

**What you can do to help me:**

* Talk to me, not the person with me
* Speak in a normal tone and volume
* Please be patient
* Sit / stand in front of me
* Find a quiet place so we can speak
* Read the word / letter I point to
* Give me time to finish my message
* Write down what I point to
* It’s OK to ask me Yes and No questions
* Don’t (or do) guess once I have spelt a few letters
* Tell me if you don’t understand
* Respect my privacy and decisions

**How to speak so that I can understand you:**

* Speak in everyday language
* Speak slowly and clearly
* I need you to show me what you are talking about (e.g point to things you are talking about/ use gestures)

**How much time I need to communicate**

* I need an extra 15- 30 minutes for our appointment
* It takes me longer to communicate my message

**NAME HERE**

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**I have a communication impairment**

* I have difficulty using speech to communicate
* I have difficulty understanding speech and written information
* I use…………………………………… to communicate