

# Reminder Checklist

## Set Up for Success

### Set up the environment

- Sit side by side
- Make regular eye contact
- Read facial cues
- Limit group size
- Minimise visual distractions
- Minimise background noise
- Schedule at a quiet time
- Allow extra time

### Set up the person with aphasia

- Dentures
- Visual aids
- Hearing aids
- Interpreter
- Fatigue
- Memory/Cognition
- Mood

### Always acknowledge competence

- Use adult tone of voice
- "I know you know"
- Acknowledge frustrations
- Deal openly with limitations
- Make the conversation feel good – use humour and connect
- Attribute breakdowns to yourself as a communicator

## Strategies

### Make your message clear – adjust your speech

- Slow down
- Simplify words
- Short, simple sentences
- Emphasize key words
- Use intonation
- Use repetition

### Help the person understand

- Use meaningful gesture
- Write key words
- Use pictures
- Use drawings
- New idea, new page

### Help the person express

- Provide fixed choices
- Ask yes or no questions
- One thing at a time
- Ask for a clue
- Get creative
- Allow extra time for the participant to respond

### Always double check (verify)

- Reflect
- Expand
- Summarize