

# Let's TALK about written communication



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<p><b>T</b></p>	<p><b>TIME</b></p> <ul style="list-style-type: none"> <li>• <b>Planning</b> may take more thought so allow extra time.</li> <li>• You may need access to a picture or <b>symbol set</b> to support <b>easy read</b> information.</li> </ul>
<p><b>A</b></p>	<p><b>ASK</b></p> <p>Adjustments may need to be all <b>inclusive</b> or <b>specific</b> to disabilities.</p> <ul style="list-style-type: none"> <li>• <b>Communication</b> <ul style="list-style-type: none"> <li>○ Layout</li> <li>○ Easy read English with symbols</li> <li>○ Key points</li> </ul> </li> <li>• <b>Vision</b> <ul style="list-style-type: none"> <li>○ Font size minimum 14</li> <li>○ Light background dark print</li> <li>○ Audio version</li> </ul> </li> <li>• <b>Hearing</b> <ul style="list-style-type: none"> <li>○ Signing</li> <li>○ Subtitles</li> </ul> </li> </ul>
<p><b>L</b></p>	<p><b>LISTEN and LEARN</b></p> <ul style="list-style-type: none"> <li>• Take <b>feedback</b> from people with different communication challenges.</li> <li>• Consider written information in <b>all forms</b> of communication - letters, emails, documents, leaflets, posters, websites.</li> </ul>
<p><b>K</b></p>	<p><b>KEEP TRYING</b></p> <ul style="list-style-type: none"> <li>• <b>Review</b> all communications on an annual basis.</li> <li>• Keep trying to <b>improve</b>.</li> <li>• Offer alternative ways of communicating information.</li> </ul>