Guidance on compiling a bank of phrases tailored to an individual

Here are some tips for putting together a bank of phrases to be uploaded to a user’s communication aid ahead of the installation. Please remember, this is just going to be a starting point, once the device is in place it is the role of the local SLT to support the user by adding or subtracting phrases. Some users will also be given the ability to manage their bank of phrases themselves. These are only guidelines; you may wish to compile further lists of vocab identified in your discussions.

## Set 1 Communication partners

Consider each of their key communication partners (these could be individuals or groups) and the contexts they would communicate with them in (over the phone, face to face, formal setting, social get together). Is the communication partner(s) unfamiliar with AAC? How would they greet that person, what small talk would they use, what would they say to wrap up the conversation, how would they say good bye?

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| Considerations | | | Phrases to be added to device | | | |
| Communication  partner | Communication  context | Familiar  with AAC? | Greeting | Small talk | Closing remarks | Farewell |
| * Partner * Son/daughter * Health visitor * Shopkeeper * Etc… | * Face to face * Telephone * Hospital appointment * Etc… | Yes/No | * Good morning, darling * Hello, my name is… * Hi mate! * I am using a communication aid to talk, please give me time to respond | * How are things? * I’m alright * How is John doing? * What awful weather we are having! * Etc… | * It’s been lovely to see you * That’s great, thanks * When will I next see you? * Etc… | * I love you, bye. * Adios! * Cheers * See you soon * Etc… |

## Set 2 Further vocab

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| --- | --- | --- | --- |
| Likely to be used when fatigued | Need to be delivered quickly | Procedural descriptions | Wants / needs |
| * I’m tired, can you switch the device off please * I need to sleep * Can you put me in bed please * Etc… | * Shut the door or else the dog will get out! * I need suction * Stop! * Etc… | * Put the large pillow under my right arm * Pour the milk in before the hot water so you don’t burn the coffee * Press the source button on the TV remote to change between the Sky box and the DVD player * Etc… | * Can I have a cup of tea? * Can you move my leg please * Can you wipe my mouth * Etc… |