

# 3 tips for successful communication

## Look at the person you're talking to

- ★ Your attention is on that person.
- ★ You can see when they understand.
- ★ You can catch signs of miscommunication in their face and body language.

## Make it easy to hear each other

- ★ You're paying attention to each other.
- ★ You're not competing with the TV or other background noise.
- ★ You're more likely to hear what they say the first time, and vice versa.

## Make it easier for them to understand you

Your conversation partner may benefit from extra support if they have trouble understanding language due to a problem with hearing, language, or cognition.

- ★ Use clear language.
- ★ Point.
- ★ Gesture.
- ★ Draw.
- ★ Write key words.
- ★ Use photographs.