

Tips for talking

Make time for
conversations



Talking is not
always in
words

Tips for talking

This booklet has some **tips for talking**.

You may need help with some of the tips.

You can use the tips that you like.

There is advice at the end of the booklet for the people you talk to.

Talking

Talking to **one person** is best.

Talking in a group can be tricky.

Say **one thing** at a time.

Keep sentences **short**.



The room

Be in the same room.

Talk **face to face**.

The room should be **light**.



The room

Cut out background noise.



Wear your aids

Wear your **glasses**.



Wear your aids

Wear your **hearing aids**.



Do not rush

Give **extra time** for listening.

Allow **time to understand** what is said.

Give **extra time** for talking.

Allow **pauses for thinking**.

Keep calm.

Relax.



Pen and paper

You can write down **key words**.

Someone can **write for you**.

The words can help you **keep on topic**.

You can **point** to the **words**.



If words are tricky

Sometimes you might forget a word.

Try to **talk around** the word.

Try a **different** word

The place you go
to get new
glasses...



Try again

Sometimes the other person may not understand.

They should say when they do not understand.

You can **try again**.

You can stop and try again **later**.



Talk without words

Point to an object.

Bring an object.



Talk without words

Facial expressions can help.

Gestures can help.



Use objects

Keep some objects to help with talking.

Point to an object if you forget a word.

Pictures can help.

A **map** can help.

A **newspaper** can help.

A **calendar** can help.



Write a list

Keep a **list** of useful words.

List the **names** of your family.

List **places** you like to talk about.

My family

Stephen

George

Claire

Cole

Olivia

Jennifer

My places

Home

George's house

Church

Gloria's café

Library

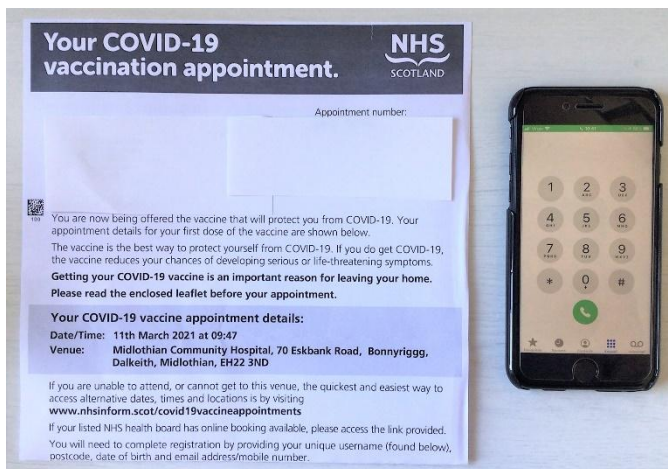
Park

Get ready for talking

Get ready before you make a **phone call.**

Get ready before you have an **appointment.**

Get ready before you talk about something **important.**

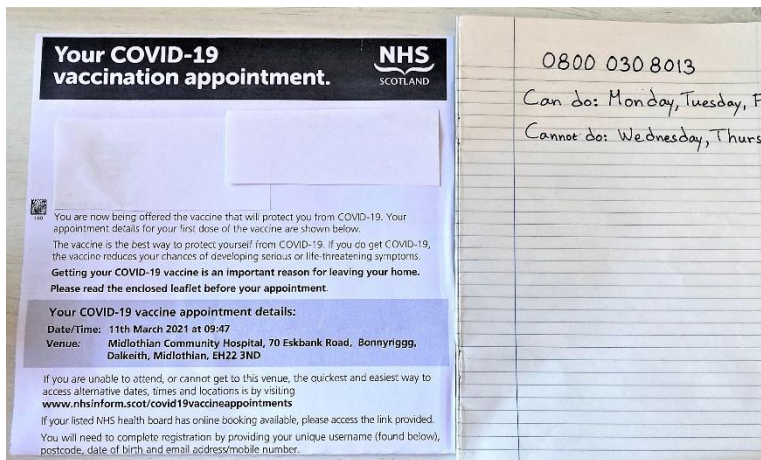


Get ready for talking

Write down what you want to say.

Someone can **help you write**.

Ask for important information **in writing**.

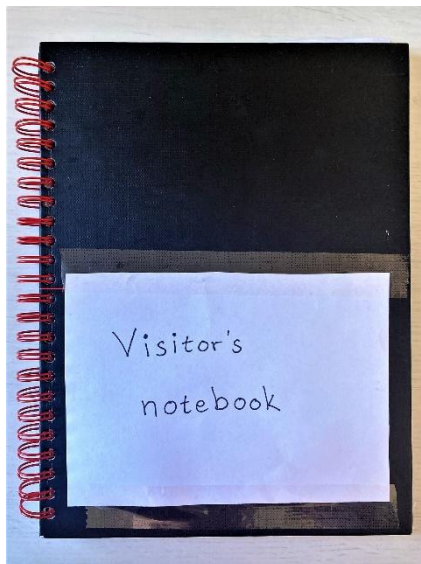


Visitor's notebook

Keep a visitor's notebook in your home.

Put a label on your notebook.

Ask all **visitors to write** why they have come.



Visitor's notebook

Use the notebook to **remember**.

Use the notebook to **talk about
your news.**



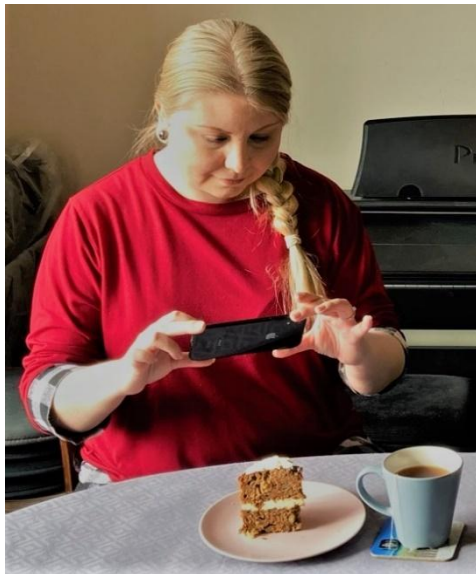
Take photos

Take photos during your day.

You can take photos with a **camera**.

You can take photos with a **phone**.

You can take photos with a **tablet**.



Take photos

Use the photos to **remember.**

Use the photos to **talk about your news.**



Make a life story book

You can **make a book** about your life.

You can ask for help to make the book.

Use a **binder**.

A binder lets you add more pictures later.

Friends and family can add to the book.



Make a life story book

Use the book to **talk about your life.**

Look at the book with your family.

Look at the book with your friends.



Getting to know me form

Alzheimer Scotland has made a form.

The form is called **getting to know me**.

The form can help others get to know you.

You can **bring the form** if you have to go to hospital.

getting to know me

This information will help staff to support you. It will help us get to know you, understand who and what is important to you, and how you like things to be.

We invite you, your family, friends and carers to complete this information with as much detail as you want to share with us.

Please ask a member of staff if you need any help to complete this information.

my name: my full name & the name I prefer to be called

the person who knows me best:

home, family & things that are important to me:

your family, friends, pets or things about home

Tips for the people you talk to

Starting a conversation

Use a **comment** instead of a question.

This gives an opening without testing the person's memory or word-finding.



Tips for the people you talk to

Questions

Choices help the person have some control of their life.

Use the right level of question for the person

Widest
choice,
hardest to
answer



Open question



Choice of two or more

Tips for the people you talk to

Questions

Use the right level of question for the person



One choice at a time



Less choice,
easiest to
answer

Objects or pictures to point to

Tips for the people you talk to

Holding on to the message

Spoken words only last an **instant**.

Written words, pictures, gestures and objects give the person more time.

Use these yourself in conversations to help the other person join in.



My family
Stephen

George
Claire
Cole
Olivia

Jennifer
Gary
Samantha
Louise
Tom

Uncle Rob

My places

Home
George's house
Church
Gloria's café
Library
Park



Picture credits:

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Getting to know me form available at:

<https://www.alzscot.org/our-work/dementia-support/information-sheets/getting-to-know-me>

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