Making Communication Accessible

- **Everyone has their own communication access needs so whenever possible, ask them in advance (each individual is an expert on what they require)**

- **Making communication accessible doesn't have to be about spending a fortune on the latest hi-tech adaptations. It's about finding out what people's communication needs are and thinking creatively about how best to meet them.**

- **Accessible communication formats include: large print, induction loop systems, easy read, Braille, symbols / pictures**

- **Try to have information available in as many formats as possible.**

- **Font size 14 is good for large print, 16 is better!**

- **Clear language and easy read versions are preferred by everyone (not just people with learning difficulties). Kick out the jargon!**

- **Try to make everything you do accessible (EG all documents in large print) rather than having special accessible versions.**

- **Always make sure that your venue is accessible (including accessible toilets)**

- **It's good to get electronic versions of info in advance to people, as many people have programmes on their computer which make things accessible to them.**

- **It's good to offer hard copy versions of presentations for visually impaired people.**

- **If you make your communication accessible to those with the greatest access needs, you make it accessible to everyone.**

- **If you ever need to check anything regarding making communication accessible, please check with us here at ADKC 020 8960 8888 / information@adkc.org.uk Our advice service is friendly and free!**