LISTENER RESPONSIBILITIES FOR COMMUNICATION

Communication is a two-way street. Both the speaker and listener need to take responsibility for the messages that are shared. Here are some tips to help the conversation flow when ________________ is speaking:

A. Establish eye contact with ________________.

B. Look at ________________’s lips when he/she is speaking.

C. Sit down by ________________’s bed or chair and move as close to him/her as possible.

D. Follow the context of the conversation to get cues for words.

E. Repeat every word that ________________ says. This will help him/her slow down and improve your understanding of the conversation.

F. Please remind ________________ to:
   < Rephrase and simplify sentences
   < Over-exaggerate every word said
   < Speak one word at a time.

Thank you for your cooperation. I’m sure you will find that communication is more rewarding for everyone with these cues.

Melanie Fried-Oken, Ph.D., CCC/Sp
Director, Assistive Technology Program
Oregon Health Sciences University
(503) 494-7587 friedm@ohsu.edu
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