Basic Tactics to Improve Communication

We need people to meet us half way –
to be aware of what will aid communication

Helpful tactics really can help …

We need to make sure we have the light behind us
We need to make sure we can see the face properly that we are trying to lipread
It helps to attract our attention before you start to speak to us
We need to know the subject of the conversation
Everyone needs to speak one at a time – use everyday language – and get to the point
Break up complex messages into shorter sentences – but – speak in whole sentences
Background noise needs to be at the minimum
Keep the rhythm of the language flowing – but ask a fast speaker to slow down a bit
Speak clearly – and perhaps slightly louder
Use natural body language
To relay the message – repeat, rephrase or write it down (in that order)

These are not so helpful …

If the light is shining on our faces, it is a great strain trying to see your lips, and it is very tiring
If you don't attract our attention we may not know we are being spoken to – or who, in a group, is speaking to us
If we don't know the subject of the conversation, and a lot of words are difficult to lipread, we may not understand
Not getting to the point is tiring and frustrating – so we switch off
Using long sentences may mean having to repeat everything, and losing our interest
Everyone speaking at once adds to the background noise, and we can only look at one person at a time
Don't look down or away, so we cannot see your face.
Don't talk from behind a newspaper or with your hand in front of your face
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Possible problems when lipreading

Only 30-40 percent of speech is lipreadable – therefore we cannot expect to lipread every word
Words and letters can look alike – for example:
      pose, post, boast, most, moat, boat, mode, bone, moan
All these words have entirely different meanings – so we can easily go off track

Without knowing the subject of a conversation – we may not be able to attach meaning to words we think we have seen or lipread