Instructions for coaches: Using a Communication Board

What is a communication board?

A **communication board** is a tool that can be used to share messages. A **communication board** can help a student understand information and to express themselves.

The Tennis Victoria **communication boards** have phrases and questions accompanied by pictures specific to tennis lessons.

These communication boards are for all students but particularly helpful for students who:

- Do not use speech
- Have speech that is hard to understand
- Speak another language
- · Need help with understanding

Contents of a communication board Set

2 communication boards for tennis lessons





1 spelling board



Instructions for using the communication boards



When to use a communication board

The **communication boards** can be used to talk about:

- Getting ready for a lesson
- What is needed for a lesson
- Time and length of a lesson
- Payment and funding options for lessons
- Transport to and from a lesson
- Booking courts and membership

When to use a spelling board

The **spelling board** can be used when a message is not on the communication board and needs to be spelled out.

How to use a communication board

- 1. Ask the person "Would you like to use this communication board?" Look for a yes/no response.
- 2. If you do not understand their response, ask "How do you say yes?" Wait for their response.
- Ask "How do you say no?" Wait for their response.
- 4. Ask "Would you like me to read each message aloud for you?" Look for a yes/no response.
- 5. Check ways of answering. Read these one at a time until the person says "yes".
 - a) "Will you point to the message you want?"
 - b) "Do you want me to read one message at a time until you say "yes" or "no"?

How to use a spelling board:

- 1. Ask the person, "Is your message on this communication board?" Look for yes/no response.
- 2. If no, ask "Would you like to use the spelling board?" Look for yes/no response.
- 3. If yes, check ways of answering. Read these one at a time until the person says "Yes".
 - a) Will you point to the letter you want?
 - b) Do you want me to read out one letter at a time and you say "yes" or "no"?

4. Use a pen and paper to write down the letters selected.

Using a communication board to support understanding:

You can use the **communication boards** to support a student to understand what you are saying by:

- Pointing to a picture as you say the message
- Allowing time for the student to process your message
- Observing to see whether you have been understood
- If needed, repeating your message, using a gesture, giving an example or a demonstration.





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