

## Assembly Instructions

### You will need:

- A colour printer and reasonable quality paper (otherwise the ink shows through)
- Scissors
- Glue stick
- Laminator and gloss laminate pouch

### To assemble:

Print out both pages.

Cut out each rectangle. You should end up with 16 rectangles consisting of 8 pairs of rectangles that are mirror images of each other.

Use the glue stick to join back-to-back the 8 pairs of rectangles.

(i.e. glue together the two rectangles with blue dots, the two rectangles with pink dots, the two rectangles with the phrases **Space / End / More to say** and **More to say / End / Space**, and so on.)

Take your laminate pouch and carefully layout the rectangles so it looks just like the Alphabetical side photograph below. Place the rectangles close to the edges of the laminate pouch.

Laminate the pouch.

Optional: you could cut out a central rectangle so that instead of making eye contact through laminate (see How to use), you are making eye contact through a clear window.

### Things to watch out for:

- The alphabet should read in the correct order (like in the Alphabetical side photograph below).
- The rectangle labelled **Space / End / More to say** should be on the left and the rectangle labelled **Mistake / Start again** should be on the right.
- If you were to turn the laminate pouch over (as in the Reverse side photograph), you would see that the alphabet is not in the correct order and that the rectangle labelled **Start again / Mistake** is on the left and the rectangle labelled **More to say / End / Space** is on the right)

<b>Alphabetical Side</b> To be used by the person who is eye pointing	<b>Reverse Side</b> i.e. the mirror image To be used by the communication partner

## How to use

Ensure you know how the person communicating with their eyes indicates “yes”. It is also helpful to have an agreed signal for “no”.

Establish whether the person communicating with their eyes is happy for you to try and predict what they are spelling.

For example, if you have asked them where they went on holiday and they have answered “S”, you may be able to guess that it was “Spain”. However, always check that you have guessed correctly – it might have been “San Lucia”! You may want to agree a maximum number of guesses before they return to spelling out the word or phrase. Not everyone appreciates their communicating partner attempting to predict in this way, so only do it with their agreement.

Make sure you have pen and paper available.

Hold the alphabet chart so that you make eye contact through the clear centre.

The person communicating with their eyes should look at the side which has an eye symbol within the black dot. They will see the alphabet in alphabetical order. You will see the mirror image of what they are looking at, so the alphabet will appear out of order for you.

The person communicating with their eyes should first look at the rectangle that contains their target letter, number or phrase. They then tell you which item within that rectangle they are communicating by looking at the coloured dot which matches the colour of their target letter, number or message.

You should then speak aloud what you think they have communicated. If you have got it wrong, they can indicate “no”. Otherwise, write it down and proceed to the next letter.



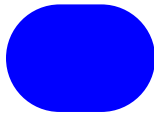
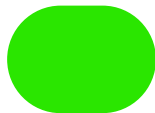

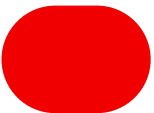
Always check if the person has more to say before putting alphabet chart down.

You can view videos and demonstrations of similar communication tools on the Ace Centre YouTube channel <https://www.youtube.com/user/acecentre>. The video “Rosemary: chatting with a Frenchay E-tran frame” demonstrates a similar approach, or scan this code to view (the Frenchay E-tran frame is available from several UK suppliers):



For more information about this and other communication tools, visit [www.acecentre.org.uk](http://www.acecentre.org.uk) or use the freephone helpline 0800 080 3115.

Alphabetical side - to be used by the person who is eye pointing:

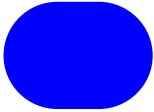
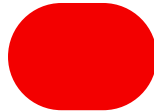

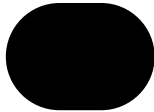

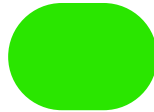
A	B	C	D	E	F	G	H	I
								
1	2	3	4	5	6	7	8	9
0	J	K	L	M	N	O	P	Qu
								
R	S	T	U	V	W	X	Y	Z

Space End More to say

Mistake

Start again

Reverse side - to be used by the communication partner:

I 9 Qu Z	H  8 P  Y	G 7 O X	F 6 N W	E  5 M  V	D 4 L U	C 3 K T	B  2 J  S	A 1 0 R
-------------------	--	------------------	------------------	--	------------------	------------------	--	------------------

www.acecentre.org.uk

Start again

Mistake

More to say

End

Space