

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 12 rectangles consisting of 6 pairs of rectangles that contain the same central number and are mirror images of each other.

Use the glue stick to join back-to-back the 6 pairs of rectangles. (i.e. glue together the two rectangles with the central number 1, the two rectangles with the central number 2, and so on.)

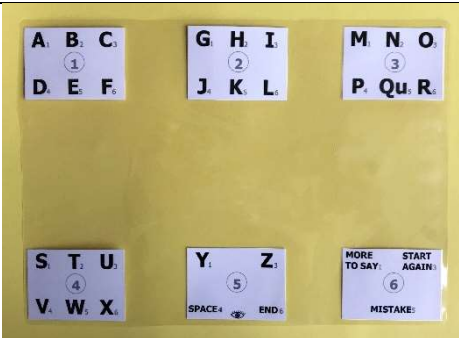
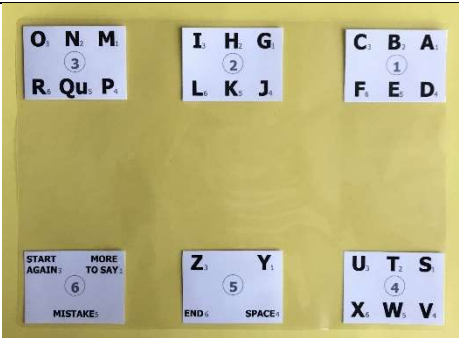
Take your laminate pouch and carefully layout the rectangles so it looks just like the Alphabetical side photograph below. The central numbers within the rectangles will be in numerical order. Place the rectangles close to the edges of the laminate pouch.

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) and the central numbers should be in numerical order.
- The labels on the rectangle with central number 6 should be in the order **More to say / Start again / Mistake**.
- 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, the central numbers read 3, 2, 1 along the top and 6, 5, 4 along the bottom, and that the rectangle with central number 6 is labelled **Start again / More to say / Mistake**

Alphabetical Side To be used by the person who is eye pointing	Reverse Side i.e. the mirror image To be used by the communication partner
 <p>The Alphabetical Side shows six pairs of rectangles arranged in two rows of three. Each pair has a central number. The top row contains pairs for numbers 1, 2, and 3. The bottom row contains pairs for numbers 4, 5, and 6. The letters are arranged alphabetically across the pairs: A, B, C (1); D, E, F (2); G, H, I (3); J, K, L (4); M, N, O (5); P, Q, R (6). The bottom row also includes labels for 'MORE TO SAY', 'START AGAIN', and 'MISTAKE' for the number 6 pair.</p>	 <p>The Reverse Side is a mirror image of the Alphabetical Side. The central numbers are 3, 2, 1 in the top row and 6, 5, 4 in the bottom row. The letters are arranged in reverse alphabetical order: O, N, M (3); R, Q, P (2); I, H, G (1); L, K, J (6); C, B, A (5); F, E, D (4). The bottom row also includes labels for 'START AGAIN', 'MORE TO SAY', and 'MISTAKE' for the number 6 pair.</p>

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 in the rectangle with the central number 5. 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 or phrase. They then tell you which item within that rectangle they are communicating by looking at the central number which matches the number of their target letter 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> :

One such video is entitled “Rosemary: chatting with a Frenchay E-tran frame” (the Frenchay E-tran frame is available from several UK suppliers). The Frenchay E-tran frame uses colours rather than numbers to identify letters but is otherwise a similar approach to this communication tool. Scan this code to view the video directly:




The video entitled “A demonstration of number encoded access to an alphabet chart” shows letters being identified using numbers. The chart being used is designed for someone using a hand rather than their eyes to select letters, but the approach is otherwise similar. Scan this code to view the video directly:



For more information about this and other communication tools, visit 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 ₁	B ₂	C ₃	G ₁	H ₂	I ₃	M ₁	N ₂	O ₃
	①			②			③	
D ₄	E ₅	F ₆	J ₄	K ₅	L ₆	P ₄	Qu ₅	R ₆
S ₁	T ₂	U ₃	Y ₁		Z ₃	MORE TO SAY ₁	START AGAIN ₃	
	④			⑤			⑥	
V ₄	W ₅	X ₆	SPACE ₄		END ₆	MISTAKE ₅		

Reverse side - to be used by the communication partner:

O ₃ N ₂ M ₁ 3 R ₆ Qu ₅ P ₄	I ₃ H ₂ G ₁ 2 L ₆ K ₅ J ₄	C ₃ B ₂ A ₁ 1 F ₆ E ₅ D ₄
START AGAIN ₃ MORE TO SAY ₁ 6 MISTAKE ₅	Z ₃ Y ₁ 5 <small>www.acecentre.org.uk</small> END ₆ SPACE ₄	U ₃ T ₂ S ₁ 4 X ₆ W ₅ V ₄