Coded Alphabet Chart

This alphabet chart is set up to use via a grid reference system. Each item on the chart has a grid reference, and it is this grid reference that is communicated.

The communication partner applies the code selected to the main chart to work out the intended letter. It's a bit like using a road atlas – places are represented in the index as grid references on the page, and the place is located by applying the grid reference to the map.

Communicating in this way requires two separate charts: the main alphabet chart is displayed where both the person communicating in this way and their communication partner can easily see it; the other smaller chart is placed where the person communicating can either point to it or select from it in some other way.

To communicate the letter "*H*" on the main chart, first select the number "*3*" on the chart of codes, as "*H*" is in the third row. Then select the colour "*green*" as "*H*" is in the green column. Similarly, to communicate the letter "*T*", first select the number "*5*" and then the colour "*red*".

The smaller chart can be pointed to with a finger / some other body part. It could also be cut up and placed in a laminate sheet so that someone could eye point to the codes. Alternatively, the communication partner could use listener mediated scanning to offer each number and colour in turn, with the person indicating "yes" in some way when they heard the number or colour they wish to select (see www.acecentre.org.uk for more information about how to use listener mediated scanning).

The main chart contains three blank areas for personalised important messages.

Two smaller chart options are provided. One chart separates out the numbers and colours giving 12 options to select between. The other chart combines the numbers and colours so there are only 6 options to select between. With the latter option, it would need to be agreed that the first selection is the row and the second is the column.

The communication partner would benefit from having pen and paper (or similar) to hand to keep track of what is being communicated.

There is a video called 'A demonstration of coded access to an alphabet chart' that can be viewed on the Ace Centre's YouTube site (www.youtube.com/acecentre). Scanning this QR code will take you there directly:

Consider printing the alphabet chart on card or tearproof / waterproof paper. Alternatively, it could be laminated, ideally using a matt laminate pouch as gloss may reflect overhead lighting.

A wide range of alternative alphabet charts and other paper-based communication tools are available at www.acecentre.org.uk. Please also visit the website for more information about developing, using and supporting alphabet charts or use the free advice line 0800 080 3115.

1	Space	Delete Letter	Start Again				1
2	A	B	C	D	.	!	2
3	E	F	G	H	?	,	3
4	I	J	K	L	M	N	4
5	O	P	Qu	R	S	T	5
6	U	V	W	X	Y	Z	6

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Choice of charts for the person communicating the codes: