

Charts Organised Alphabetically - Listener Mediated Scanning

This pack contains a selection of alphabet charts arranged in alphabetical order. They are designed to be accessed by listener mediated scanning and are for people who find it difficult to point directly to letters on an alphabet chart.

A separate pack of alphabet charts with letters arranged by frequency of use in English is available from www.acecentre.org.uk. Charts with letters arranged by frequency of use are designed to speed up communication but can feel less familiar than those arranged alphabetically. At www.acecentre.org.uk there is also a similar pack of charts produced using high contrast colours that some may find easier to see and use.

The charts in this pack are set up so that the communication partner first establishes which row contains the intended selection, then offers each item in turn along that row. In agreement with the person communicating with the chart, they can either point to and / or speak aloud each option in turn.

There are two versions of each chart – one has **space / delete / start again** along the top, and the other has **space** at the start of the first row and **delete / start again** as a separate row along the bottom. For those less experienced with listener mediated scanning, the option with **space / delete / start again** along the top row may be easier to use. It is just a matter of personal preference.

The charts contain space for personal messages. Examples of such messages include important phrases to do with a care or medical need, phrases that are used repeatedly, phrases that give clues as to what is being talked about like, “I’m talking about something that has already happened” or phrases that help with conversation such as, “I’ve got an opinion on that”.

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

Instructions are printed along the bottom of the charts. Consider reproducing on the back of the chart to make it easier for the communication partner to see. Alternatively, print the instructions provided here (perhaps adding in how “yes” and “no” are communicated if not obvious) and glue them onto the back of the chart. Consider personalising the instructions if required.

Depending on how the chart is used and held, it might also be helpful to print a copy of the chart on the reverse for the communication partner to refer to. Again, this is down to personal preference.

For more information about developing, using and supporting alphabet charts, please see www.acecentre.org.uk or use the free advice line 0800 080 3115. At www.acecentre.org.uk there are also a wide range of alternative paper-based communication tools available for download.

Instructions for Use

Ensure you have an agreed signal for “yes” and ideally “no”.

Have pen and paper to hand.

Hold the chart so it can be seen easily.

Speak aloud and or / point to the first item in each row.

When the person indicates “yes”, offer each letter or command in turn along the selected row until they indicate “yes”. Make sure you include the first item in the row.

Speak aloud the letter, command or message they have selected and then restart the process. If you speak aloud something that is incorrect, they can indicate “no” or go on to select ‘Delete letter’ or ‘Start again’ on the chart.

It is easier to keep track of the conversation if you write down letters as they are selected.

If the person is happy for you to predict what word or phrase they might be spelling, check that you have guessed correctly before moving on to the next word or phrase.

Before putting the chart down, always ask if the person has more to say.

Videos showing similar paper-based charts being demonstrated and used are available to view on Ace Centre’s YouTube channel: www.youtube.com/user/acecentre:

To view a demonstration of an alphabetically arranged chart see the video “Listener Mediated Scanning with Vowel-based Groups”, or scan this code:



To view a demonstration of a chart that is arranged by frequency of use see the video “Demonstration of Listener Mediated Scanning with a Frequency layout”, or scan this code:



For more information about this and other communication tools visit www.acecentre.org.uk or use the free advice line 0800 080 3115.

| | | | | | |
|-------|---------------|-------------|---|---|---|
| Space | Delete letter | Start again | | | |
| A | B | C | D | . | ! |
| E | F | G | H | ? | , |
| I | J | K | L | M | N |
| O | P | Q | R | S | T |
| U | V | W | X | Y | Z |



To use: Ensure you have an agreed signal for “yes” and ideally “no”. Hold the chart so it can be seen easily. Speak aloud and / or point to the first item on each row. When the person indicates yes, offer each letter / command / message in turn along that row (including the first option) until they indicate “yes”. Speak aloud what they have selected and then restart the process. If you speak aloud something that is incorrect, they can indicate “no” or go on to select ‘Delete letter’ or ‘Start again’ on the chart. It is easier to keep track of the conversation if you write down letters as they are selected. If the person is happy for you to predict what word they might be spelling, check you have guessed correctly before moving on to the next word or phrase. Before putting the chart down, always ask if they have more to say. Visit www.acecentre.org.uk for more information.

| | | | | | |
|---------------|-------------|---|---|---|---|
| Space | A | B | C | D | . |
| E | F | G | H | ? | , |
| I | J | K | L | M | N |
| O | P | Q | R | S | T |
| U | V | W | X | Y | Z |
| Delete letter | Start again | | | | |



To use: Ensure you have an agreed signal for “yes” and ideally “no”. Hold the chart so it can be seen easily. Speak aloud and / or point to the first item on each row. When the person indicates yes, offer each letter / command / message in turn along that row (including the first option) until they indicate “yes”. Speak aloud what they have selected and then restart the process. If you speak aloud something that is incorrect, they can indicate “no” or go on to select ‘Delete letter’ or ‘Start again’ on the chart. It is easier to keep track of the conversation if you write down letters as they are selected. If the person is happy for you to predict what word they might be spelling, check you have guessed correctly before moving on to the next word or phrase. Before putting the chart down, always ask if they have more to say. Visit www.acecentre.org.uk for more information.

| | | | | | |
|-------|---------------|-------------|---|---|---|
| Space | Delete letter | Start again | | | |
| A | B | C | D | . | ! |
| E | F | G | H | ? | , |
| I | J | K | L | M | N |
| O | P | Q | R | S | T |
| U | V | W | X | Y | Z |



To use: Ensure you have an agreed signal for “yes” and ideally “no”. Hold the chart so it can be seen easily. Speak aloud and / or point to the first item on each row. When the person indicates yes, offer each letter / command / message in turn along that row (including the first option) until they indicate “yes”. Speak aloud what they have selected and then restart the process. If you speak aloud something that is incorrect, they can indicate “no” or go on to select ‘Delete letter’ or ‘Start again’ on the chart. It is easier to keep track of the conversation if you write down letters as they are selected. If the person is happy for you to predict what word they might be spelling, check you have guessed correctly before moving on to the next word or phrase. Before putting the chart down, always ask if they have more to say. Visit www.acecentre.org.uk for more information.

| | | | | | |
|---------------|-------------|---|---|---|---|
| Space | A | B | C | D | . |
| E | F | G | H | ? | ! |
| I | J | K | L | M | N |
| O | P | Q | R | S | T |
| U | V | W | X | Y | Z |
| Delete letter | Start again | | | | |



To use: Ensure you have an agreed signal for “yes” and ideally “no”. Hold the chart so it can be seen easily. Speak aloud and / or point to the first item on each row. When the person indicates yes, offer each letter / command / message in turn along that row (including the first option) until they indicate “yes”. Speak aloud what they have selected and then restart the process. If you speak aloud something that is incorrect, they can indicate “no” or go on to select ‘Delete letter’ or ‘Start again’ on the chart. It is easier to keep track of the conversation if you write down letters as they are selected. If the person is happy for you to predict what word they might be spelling, check you have guessed correctly before moving on to the next word or phrase. Before putting the chart down, always ask if they have more to say. Visit www.acecentre.org.uk for more information.

| | | | | | |
|-------|---------------|-------------|---|---|---|
| Space | Delete letter | Start again | | | |
| A | B | C | D | . | ! |
| E | F | G | H | ? | , |
| I | J | K | L | M | N |
| O | P | Q | R | S | T |
| U | V | W | X | Y | Z |



To use: Ensure you have an agreed signal for “yes” and ideally “no”. Hold the chart so it can be seen easily. Speak aloud and / or point to the first item on each row. When the person indicates yes, offer each letter / command / message in turn along that row (including the first option) until they indicate “yes”. Speak aloud what they have selected and then restart the process. If you speak aloud something that is incorrect, they can indicate “no” or go on to select ‘Delete letter’ or ‘Start again’ on the chart. It is easier to keep track of the conversation if you write down letters as they are selected. If the person is happy for you to predict what word they might be spelling, check you have guessed correctly before moving on to the next word or phrase. Before putting the chart down, always ask if they have more to say. Visit www.acecentre.org.uk for more information.

| | | | | | |
|---------------|-------------|---|---|---|---|
| Space | A | B | C | D | . |
| E | F | G | H | ? | ! |
| I | J | K | L | M | N |
| O | P | Q | R | S | T |
| U | V | W | X | Y | Z |
| Delete letter | Start again | | | | |



To use: Ensure you have an agreed signal for “yes” and ideally “no”. Hold the chart so it can be seen easily. Speak aloud and / or point to the first item on each row. When the person indicates yes, offer each letter / command / message in turn along that row (including the first option) until they indicate “yes”. Speak aloud what they have selected and then restart the process. If you speak aloud something that is incorrect, they can indicate “no” or go on to select ‘Delete letter’ or ‘Start again’ on the chart. It is easier to keep track of the conversation if you write down letters as they are selected. If the person is happy for you to predict what word they might be spelling, check you have guessed correctly before moving on to the next word or phrase. Before putting the chart down, always ask if they have more to say. Visit www.acecentre.org.uk for more information.