

# PTV > PTV Hub Spelling Board

I'll spell it




1 2 3 4 5 6 7 8 9 0

I'll start again




Can you write it down?



Q W E R T Y U I O P

I made a mistake




I need some help



A S D F G H J K L

next word




**word**

Z X C V B N M ?


I need a taxi



Where can I get a bus?




What time does the train leave?

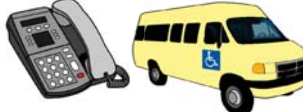


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Which platform is my train leaving from?



Can you please call a taxi?



**NO**

**YES**

# How to use a communication board

Communication boards can help people who cannot talk or have speech that is difficult to understand.

## 1. Introduce yourself

Ask: *Do you need help? How can I help you?*

If someone has a communication difficulty and you don't understand their message – offer a communication board.

## 2. Choose the right board

Show the picture board, word board and spelling board.

Say: *I'm having difficulty understanding you. Would you like to use a board? Which one would you like to use?*

## 3. Instructions for using a spelling board

- Place the communication board on a stable surface in front of the person so they can easily see it *and* reach it.
- When using the spelling board
  - Ask the person to spell out the message.
  - Check you understand by saying each letter or word.
  - Give the person time to finish spelling out their full message. Don't guess or finish the sentence, unless the person indicates that this is okay.
  - Repeat the full sentence as you have understood it.
  - Look for a *Yes* or *No* response.
- If the person has difficulty using the spelling board, offer the word board or picture board as an alternative.