Communication Board Instructions

1. Tell the person that this is a way for them to communicate while they are on a ventilator.
2. Review some of the messages on the board with the individual. Provide them with an example of how to use it. For example: If you want a blanket, you could touch the word “blanket” on the board.
3. Show them the messages and the spelling board. Tell them they can use the letters to spell what they want to say. This could be names of people or they could spell short phrases etc.
4. Leave the board close to the person. Hand it to them as you are trying to communicate together. Encourage them to use both the phrases and spelling board.

If the individual can’t use their hands to touch the board, assist them using the following method:

1. Establish a way for the person to communicate a “yes” response (e.g. looking up).
2. Point to each row in turn and ask if the message or letter is in that row (e.g. “Is it in this row?”). Be sure to pause between each row.
3. The individual will use their “yes” response when you reach the row they want. There is no need for them to communicate “no.” Just look for a yes.
4. Next, review each item in the row they selected. Be sure to pause between each one.
5. The individual will use their “yes” response when you reach item or letter they want.
6. If spelling, you can guess the word after 2 letters are provided, but make sure to ask the individual if it is correct.