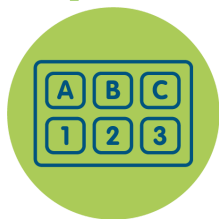


Alphabet Chart Pack



This pack contains ten alphabet charts designed to support face-to-face communication for someone who is able to spell but cannot rely upon speech to communicate. More charts, including charts based around symbols, can be found at acecentre.org.uk/resources.

Using an alphabet chart

These charts are designed to be used by pointing to letters. Communication partners may be able to guess what is being communicated after just a few letters are selected, especially if context is known. This can speed communication along. However, some prefer communication partners not to attempt to guess so it is important to establish preferences around this early on in conversation.

When guessing is ok, a reasonable guess during a conversation about holiday destinations where the letters F and R are selected might be **France**. However, it could be **French Guiana** or **Frankfurt**. This illustrates the importance of allowing opportunity for the person using the chart to indicate that a guess is wrong.

Access

If someone finds pointing to letters on a chart difficult, the amount of spacing between the letters and the thickness of the borders can be adjusted in the advanced options prior to downloading them. The size of the chart can also be changed (see below). Charts that can be used in different ways can be found at acecentre.org.uk/resources.

We offer two free guides on supporting access to alphabet charts

- **Designing and using alphabet charts**
- **Paper-based resources to support communication for adults with progressive conditions**

Follow the QR code for or go to acecentre.org.uk/ebooks



Size

The charts will print at A4 size by default. Some people prefer a smaller, more discreet chart. Try changing the settings on your PDF or printer to print to different scales or sizes.

Practicalities

Consider printing the chart on card. Alternatively, laminating the chart will help to protect it. Matte laminator pouches tend to work better as glossy ones can reflect overhead lighting.

Additional steps

This chart is likely to be one part of a communication system. Additional steps might include developing an alphabet-based communication book and / or exploring an electronic communication aid. See Ace Centre's website for more information acecentre.org.uk or call our free advice line 0800 080 3115.

Pack contents

This pack contains ten different alphabet charts for you to choose between:

1. ABC layout with numbers along the top row.
2. ABC layout without numbers.
3. ABC layout with numbers along the top row and two spaces for personalised messages*.
4. ABC layout without numbers and two spaces for personalised messages*.
5. ABC layout in portrait orientation.
6. ABC layout in portrait orientation with two spaces for personalised messages*.
7. QWERTY layout with numbers along the top row.
8. QWERTY layout without numbers.
9. QWERTY layout with numbers along the top row and two spaces for personalised messages*.
10. QWERTY layout without numbers and two spaces for personalised messages*.

*These can be added using the advanced options on our website before downloading or written in the spaces by hand after printing.

Layout

Some charts have an alphabetical layout (ABC) and others have a QWERTY layout (like a computer keyboard). Pointing to letters on paper feels different from using other forms of keyboard so someone may want to try out both options before making a decision.

Numbers

Some charts include numbers and others do not. This is a matter of personal preference. It is quicker to point to a number than to spell it out but including numbers makes the chart look busier. If there is a need to maximise the size of the letters to assist with access to the chart, an option without numbers may be preferable.

Personalised messages

Some charts have space for personalised messages that can be delivered without having to spell them out. This is a matter of personal preference. If there is a need to maximise the size of the letters to assist access to the chart, an option without this feature may be preferable. If more messages are required, consider developing a communication book alongside the chart. Alphabet book templates can be found at acecentre.org/resources.

Want to learn more about supporting people
on their AAC journey?
Visit Ace Centre Learning for live and on demand training
acecentre.org.uk/learning

