



Communication Disabilities Access Canada

Communication Assistance Questionnaire

This form is intended to guide you in finding out how a person communicates and what they want you to do when assisting them communicating with another person.

1. Name:

2. Date:

3. What is the best way to contact you? (e.g. text, email, phone, through someone else)

4. In case of an emergency, who should I contact and how?

5. How do you communicate?
 - Speech
 - A communication board/book with
 - Pictures
 - Blissymbolics
 - Letters and words
 - A communication device
 - Gestures and body language
 - Other ways:

6. How do you communicate “Yes and No”?

7. How will you tell me that you have something to communicate?

8. Do you use any gestures, sounds and body language that I should know about:

9. If you speak, do you want me to:
 - Say each word after you say it
 - Say each sentence after you say it
 - Only repeat what you say if the other person doesn't understand you
 - Prompt you if your speech is not understood to:
 - slow down
 - say it again
 - say it another way
 - Guess what you are saying if I think I know
 - Is there something else you want me to do?

10. If you use a communication board
 - How do you point to items?When I assist you, do you want me to:
 - Read out loud each item that you point to
 - Write down what you point to
 - Say each word when you are finished
 - Say each sentence when you are finished
 - Guess what you are communicating if I think I know
 - Make sure you get to communicate everything you want to say
 - Tell people to wait when you are preparing a message
 - Tell people when you want to communicate something
 - Is there something else you want me to do....

11. If you use a device, do you want me to:

- Stand or sit in front or beside you
- Make sure you get to communicate everything you want to say
- Tell people to wait when you are preparing a message
- Say your message if it is not understood
- Tell people when you want to communicate something
- Is there something else you want me to do....

12. If you need help to understand what someone else is saying, do you want me to:

- Check that you understand
- Ask them to repeat what they said
- Ask them to speak up or speak more clearly
- Give you the information in everyday language
- Show you what they are talking about using pictures and objects or by writing it down

13. If I don't understand your message, do you want me to:

- Ask you if I should call someone you think will be able to help

14. Do you need any communication assistance with:

- Reading a document
- Understanding a document
- Filing in a form or questionnaire
- Signing a document
- Taking notes

