



Communication Disabilities Access Canada

Communication Assistance Questionnaire

This form may be useful for you to complete and give to a communication assistant.

1. What is the best way to contact you?
2. Describe how you communicate.
3. How do you communicate “Yes and No”?
4. How will you tell someone that you have something to communicate?
5. Do you use any gestures, sounds and body language that people should know about?
6. If you speak, do you want your assistant 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
7. If you use a communication board:

How do you point to items?

8. Do you want your assistant 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....

9. If you use a device, do you want your assistant 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....

10. If you need help to understand what someone else is saying, do you want your assistant 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

11. If your assistant doesn't understand your message, do you want them to:

- Tell you what they understand so far
- Ask you if it is very important and if you want them to keep trying to understand

- Call someone you think will be able to help

12. Describe any communication assistance you may need with:

- Communicating over the telephone
- Reading a document
- Understanding a document
- Filing in a form or questionnaire
- Signing a document
- Taking notes