## Good workplace communication tips



Always ask: even if Make sure you have Turn your face towards Speak clearly, not too Get to the point: use Don't cover your the person's attention mouth when someone's using a the person you're slowly, and use normal plain language and hearing aid, ask if they don't waffle. before you start speaking to, so they can lip movements, facial speaking. speaking. need to lipread you. see your lip movements. expressions and gestures. Shh! Make sure what If someone doesn't Keep vour voice down: For longer chats, find a If you're talking to one vou're saving is being understand what vou've it's uncomfortable for place to talk with good person with hearing loss understood. said. try saving it in a a hearing aid user if lighting, away from and one without. focus noise and distractions. different way. you shout, and it looks on both people. aggressive.

## #WorkingForChange

Action on Hearing Loss is the trading name of The Royal National Institute for Deaf People. A registered charity in England and Wales (207720) and Scotland (SC038926). A1325/1018 Visit our Employers' Hub to find out more about supporting people who are deaf or have hearing loss at work. actiononhearingloss.org.uk/employershub