

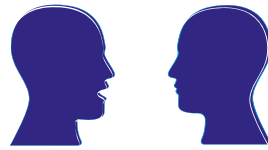
# Good workplace communication tips



Always ask: even if someone's using a hearing aid, ask if they need to lipread you.



Make sure you have the person's attention before you start speaking.



Turn your face towards the person you're speaking to, so they can see your lip movements.



Speak clearly, not too slowly, and use normal lip movements, facial expressions and gestures.



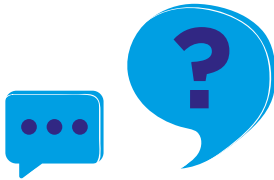
Get to the point: use plain language and don't waffle.



Don't cover your mouth when speaking.



Make sure what you're saying is being understood.



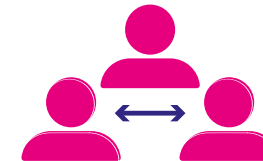
If someone doesn't understand what you've said, try saying it in a different way.



Keep your voice down: it's uncomfortable for a hearing aid user if you shout, and it looks aggressive.



For longer chats, find a place to talk with good lighting, away from noise and distractions.



If you're talking to one person with hearing loss and one without, focus on both people.

**#WorkingForChange**