Tips for Talking

Make time for conversations

Talking is not always in words
This booklet has some tips for talking. You may need help with some of the tips. You can use the tips that you like. There is advice at the end of the booklet for the people you talk to.

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Talking to one person is best. Talking in a group can be tricky. Say one thing at a time. Keep sentences short.
Be in the **same room.**
Talk **face to face.**
The room should be **light.**
Cut out background noise.
Wear your glasses

Wear your hearing aids
Do not rush

Give extra time for listening.
Allow time to understand what is said.
Give extra time for talking.
Allow pauses for thinking.
Keep calm.
Relax.
You can write down key words. Someone can write for you. The words can help you keep on topic. You can point to the words.
If words are tricky

Sometimes you might forget a word. Try to talk around the word. Try a different word.
Sometimes the other person may not understand. They should say when they do not understand. You can try again. You can stop and try again later.
Talk without words

Point to an object.
Bring an object.
Talk without words

Facial expressions can help. Gestures can help.
Use objects

Keep some objects to help with talking. **Point** to an object if you forget a word. **Pictures** can help. A **map** can help. A **newspaper** can help. A **calendar** can help.
Keep a list of useful words.
List the names of your family.
List places you like to talk about.

My Family:
Stephen
Kim
Laila
Cole
Malik
Jennifer
Gary
Samantha
Louise
Tom
Uncle Rob

My Places:
Home
Malik’s house
Church
Gloria’s cafe
Library
Park
Get ready for talking

Get ready before you make a **phone call**.
Get ready before you have an **appointment**.
Get ready before you talk about something **important**.
Get ready for talking

Write down what you want to say. Someone can help you write. Ask for important information in writing.
Keep a visitors’ notebook in your home.
Put a label on your notebook.
Ask all visitors to write why they have come.
Visitors’ notebook

Use the notebook to remember.
Use the notebook to talk about your news.
Take photos during your day. You can take photos with a camera. You can take photos with a phone. You can take photos with a tablet. Other people can take photos.
Take photos

Use the photos to remember.
Use the photos to talk about your news.
Make a life story book

You can make a book about your life.
You can ask for help to make the book.

Use a binder.
A binder lets you add more pictures later.
Friends and family can add to the book.
Make a life story book

Use the book to talk about your life. Look at the book with your family. Look at the book with your friends.
Alzheimer Scotland has made a form. The form is called **getting to know me**. The form can help others get to know you. You can **bring the form** if you have to go to hospital.

Getting to know me form available at: [https://www.alzscot.org/our-work/dementia-support/information-sheets/getting-to-know-me](https://www.alzscot.org/our-work/dementia-support/information-sheets/getting-to-know-me)
Tips for the people you talk to

Starting a conversation.
Use a comment instead of a question. This gives an opening without testing the person’s memory or word-finding.

Use questions carefully to offer choices.

That looks interesting!
Open question

What would you like?

Wide choice, harder to answer.
Use the **right level** of question for the person.

Choice of two

Would you like egg or tuna?

Less choice, easier to answer
Would you like milk?

Choices help the person have some control of their life.

One choice at a time

Would you like egg?

Even less choice, even easier to answer.

Objects or pictures to point to

Would you like milk?

Choices help the person have some control of their life.
Spoken words only last an **instant**. Written words, pictures, gestures and objects give the person **more time**. Use these yourself in conversations to help the other person join in.
Further information

If you would like to feedback on your experience using this booklet, please email: AHPDementia@alzscot.org.

To explore other ways of living well with dementia please visit: www.connectingpeopleconnectingsupport.online.

Alzheimer Scotland is Scotland’s national dementia charity. Our aim is to make sure nobody faces dementia alone. We provide support and information to people with dementia, their carers and families, we campaign for the rights of people with dementia and fund vital dementia research.

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