

## STEPS FOR AN APHASIA-FRIENDLY PRESENTATION

### 1. State messages one at a time.

- For example, if your message is:
  - Stroke can make it difficult to move one side of your body, so you may have trouble walking.
  - Break the message into parts, like this:
    - Stroke makes one side of the body weak.
    - Your arm is weak.
    - Your leg is weak.
    - You have difficulty walking.

### 2. Keep sentences straightforward.

- Use active sentences. Try not to use passive sentences.
- Keep the sentences short.
- Don't make the sentences too complicated.
- Don't use too many pronouns.
- Repeat the main nouns and verbs.

### 3. Use words that are easy to understand.

- Use everyday words.
- Define technical terms and acronyms.

### 4. Use a clear layout on slides or handouts.

- Use font size 14 to 18.
- Use a sans serif font like Arial or Calibri.
- Use sentence case: Capital at the beginning of sentence only.
- Use bold for keywords.
- Use images only when they support key meanings.
- Avoid juvenile-looking images.

### 5. Use a set.

- Try to use the same order and layout for each point in your talk.
- Use repetition of keywords and concepts.

### 6. Speak slowly.

- Keep your speech rate less than 120 words per minute.
- At that rate, you only need 500-600 words for a 5-minute talk.