



Simplifying Spoken Language



DO

- ❖ Rephrase by saying the same thing in a number of ways
- ❖ Emphasise important nouns and verbs, using as few extra words as possible
- ❖ Give instructions one at a time, keeping to one topic or instruction
- ❖ Check understanding in the right way, using open questions like 'what is the procedure?'
- ❖ Pay attention to signs of confusion
- ❖ Actively listen and summarise what a learner has said in order to verify it
- ❖ Take turns by making a point and then listening to the response
- ❖ Write it down if you think you have not been understood. This can be especially useful for figures
- ❖ Make an effort to pronounce words clearly and distinctly
- ❖ Pay attention to your body language. It can help to support what you are saying

DON'T

- ❖ Repeat and speak louder. It doesn't help
- ❖ Use ambiguous words that have more than one meaning, e.g. 'follow', 'close', 'get'
- ❖ Ask double questions such as 'Do you want to carry on or shall we stop here?'. Separate questions
- ❖ Ask negative questions and answers such as 'Are you not coming?'. Yes and No can mean different things in different cultures
- ❖ Ask closed questions like 'Do you understand?' when checking comprehension
- ❖ Use slang because it is particular to individual cultures
- ❖ Use too many phrasal verbs ('pick up', 'take over') and colloquial expressions ('stuff')
- ❖ Speak too quickly
- ❖ Use humour, unless you know the learner will understand