

Fingerspelling alphabet

Fingerspelling is the **British Sign Language** (BSL) alphabet. It's used to spell out words like names of people and places. However, fingerspelling alone is not sign language.

Visit our **Employers' Hub** to find out more about supporting people who are deaf or have hearing loss at work.

[W actiononhearingloss.org.uk/employershub](https://www.actiononhearingloss.org.uk/employershub)



Have you checked in advance if anyone needs communication support?



Have microphones and loop systems been switched on?



Sit in a horseshoe shape, so all attendees can see each other and identify more easily who's speaking.



During a teleconference, make sure you say your name before speaking.



Use a meeting agenda to give a clear reference point for everyone to follow.



Put your hand up before speaking, so everyone can identify the speaker.



Make sure only one person is talking at a time.



When you're talking, make sure you speak clearly and don't cover your mouth.

Is this meeting
deaf aware?

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Working for (Change)

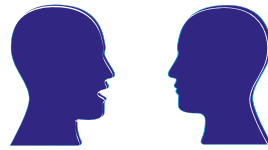
Good workplace communication tips



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.



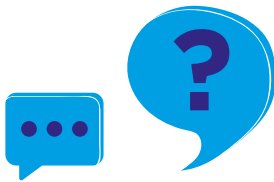
Get to the point: use plain language and don't waffle.



Don't cover your mouth when speaking.



Make sure what you're saying is being understood.



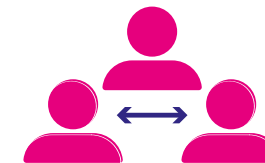
If someone doesn't understand what you've said, try saying it in a different way.



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