



Communications cards

Easy Read Guide



accessible

We have launched these cards to help make our meetings more **accessible** for people involved.



listen

Some people can find it hard to express themselves in meetings where there are lots of people and struggle to be heard. We want to **listen** to everyone and hear their ideas.



meeting

When you're in a virtual or in-person **meeting**, you can hold the cards up when you need to say something. We're asking that the cards are used in any meeting where there are more than 4 people.



explain

Below we **explain** what each of the cards does and how you can use them.

Yes,
I agree



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Yes, I agree

You can hold this card up when you want to agree with what someone has said but not interrupt them.

Where you need to decide something together, the chair of the meeting may ask for people to hold up the card.



Stop! I do not understand

When you are not sure about something that has been said you can hold up this card.

This should mean that people will stop and help you understand before carrying on.



I want to speak

When you want to say something, you can hold up this card which will let the chair and others know that you want to speak.



Break please

You can use this card when you want the meeting to take a short break so that you can use the toilet, have a drink or grab a snack.



Time please

This card can be used where someone has spoken for a long time and you think the meeting should move on.

It can also be used to remind people that the meeting is nearing the end and they should be mindful of the time.



Sound on/off

This card can be used for virtual meetings to ask people to mute or unmute themselves.

When someone is talking but they have forgotten to unmute themselves then you can show this card to let them know.