



Talking Trouble Aotearoa NZ Ltd

Speech-Language Therapy

contact@talkingtroublenz.org

021 103 4842

PO Box 77082, Mt Albert, Auckland 1350

TTANZ Quick Communication Checklist

Today's date	
Your name	
Profession/Agency	
The name of the person you want to refer	
How long have you known this person?	
What is your role with this person?	
What language(s) do you speak with this person?	
What languages can they speak, understand, read and write? Please give information about how these languages were learnt, level of proficiency and how frequently the person uses them and for what purpose.	
Please note key information about hearing impairment/visual impairment/cognitive difficulties/ any head injury history.	
Does this person have hearing aids ? Do they wear them?	
Does this person have glasses ? What for? Do they wear them?	
Does this person take any medication that affects their communication? If so, how does it affect them?	
Is this person's communication significantly affected by stress ? Describe how communication is affected. What triggers this person to get stressed?	



How easy is it for this person to ...

	Always easy	Mostly easy	Mostly difficult	Always difficult	Don't know
Listen carefully to what is being said					
Understand what you are saying to them generally					
Understand information you give them e.g. about appointments, rules and boundaries, what is going to be happening in the week					
Read information e.g. letters					
Write things e.g. fill in a form/write a letter					
Ask you for things					
Explain information to you e.g. tell you what happened, describe how to do something					
Provide more, and useful information if you tell them that you are not sure you are following their story					
Understand when you are telling a joke and 'get' the joke					
Understand when someone is being sarcastic					
Use language to reason and explain their point of view about something that has happened					
Negotiate effectively with you using language					
Understand someone else's perspective when something has happened					
Express their own perspective when something has happened					
Express their emotions using words					
Tell you when they don't know what you mean					
Understand time on a clock with hands					
Understand time concepts when a digital clock is used					



When this person is talking have you noticed that they...

	Always	Mostly	Some-times	Never	Don't know
Talk very slowly					
Talk very quickly					
Stammer/stutter					
Use lots of pauses or start the sentence several times or use lots of ' um, um, um, er '					
Have trouble finding the words they want to say					
Say the wrong word e.g. table instead of chair					
Mispronounce words					
Use very short 3 – 4 word sentences					
Use sentences that are long and complex					
Use easy, simple words only					
Use words in the wrong order in their sentences					
Tell their stories in an order that makes sense to you easily					
Use a wide range of vocabulary to express ideas					
Rely on words like ' thingy ' 'that one'					
Ask for repetition or clarification when they are not sure what you have said or meant					

Is there anything else you think we should know about this person's speaking, listening and understanding?

To discuss a referral to our service for a full assessment or intervention by a speech-language therapist, please contact us contact@talkingtroublenz.org

