



PRINTABLE RESOURCE

Before during and after communication practice

A printable planning sheet that makes a communication practice step predictable and easier to review.

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- Worked example: After practice review

Use with individualized guidance from the person's treatment or support team.

Before during and after practice plan

Use this sheet for one planned communication step. The person completing the practice should help shape the plan whenever possible.

BEFORE	OUR PLAN
Exact communication action	
People and place	
Cue or opening	
Backup method	
Pause or stop signal	

DURING	HELPER REMINDER
Give the agreed cue	
Wait without adding demands	
Accept the planned response or backup	
Keep acknowledgment calm and specific	

Before during and after practice plan

Example for a fictional young adult practicing how to order a familiar drink at a quiet cafe.

BEFORE	OUR PLAN
Exact communication action	Say 'small tea, please' to the cashier.
People and place	Familiar cafe; caregiver waits two steps behind.
Cue or opening	Cashier asks, 'What can I get for you?'
Smaller speech step	Use the shorter practiced phrase, 'Small tea.'
Pause or stop signal	Hold up one finger to request more time.

DURING	HELPER REMINDER
Give the agreed cue	Caregiver does not add a second question.
Wait without adding demands	Allow at least ten quiet seconds.
Accept the planned response or smaller speech step	Cashier accepts 'small tea' without asking for more words.
Keep acknowledgment calm and specific	Caregiver says, 'You completed the plan.' after leaving.

After practice review

Review privately at the agreed time. Use the information to decide what the next practice step should be.

AFTER	WHAT WE NOTICED
Communication method and response time	
What helped	
What was harder than expected	
Repeat make smaller or change one feature	

After practice review

Continuation of the fictional cafe-order practice.

AFTER	WHAT WE NOTICED
Communication method and response time	Said 'small tea' after about eight seconds; showed the note for 'please.'
What helped	Going at a quiet time and knowing the exact words.
What was harder than expected	A second customer entered while I was waiting.
Repeat make smaller or change one feature	Repeat the same step twice before changing the time of day.