

## Suggestions to presenters

- Distribute a written agenda beforehand.
- Present the information visually if possible.
- Use captions if videos or DVDs are used as part of a presentation.
- Stay still, don't walk around the room when speaking.
- Use the microphone at all times.
- Face the audience, don't talk to the screen during a PowerPoint presentation.
- Repeat all questions from the audience before answering them.



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community partners

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# Be upfront

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**about  
your  
hearing  
loss**

# Be upfront about your hearing loss

## Take responsibility for your well-being by helping others to help you.

Tell people what your specific hearing problem is, eg, "I can't hear well if there is background noise", or "I need to see your face to be able to hear you."

People may avoid talking to you simply because they are afraid of making a mistake or not being understood. It will help them and you if you can give them a few tips on how to communicate with you.

Have a sign on your wall giving communication tips for talking with a hearing impaired colleague, or distribute a tip sheet among your colleagues with the same information.

Remind your colleagues how best to talk to you. For example, tell them "Don't shout - speak clearly and pause frequently between key phrases."

Give people positive feedback when they make the effort to communicate in the ways you have requested. They will feel more relaxed about talking to you next time and soon become used to the adjustments they have to make.

### When talking to colleagues:

Tell them if you missed part of the sentence, eg. "What was the last part?", or "What time did you say we were going to meet?"

Get them to write down specific information: dates and times of meetings, amounts of money.

Encourage people to use email and fax in preference to the telephone.

Use assistive listening devices such as

- FM systems
- Hearing loops
- Personal amplifiers.

## Tips for getting the most out of meetings if you have a hearing impairment

- Read papers and agendas before attending the meeting.
- Arrive early and sit near the meeting facilitator.
- Avoid sitting near doorways, projectors and noisy equipment. Be prepared to change your seat if it proves unsuitable.
- Let everyone know that you have a hearing loss.
- Have a buddy to keep you up with what is going on at the meeting.
- Get the minutes of the meeting as soon as possible so you know what decisions and actions have been decided on.
- Make use of any assistive listening devices available.