



# Communication Passports



Communication passports have information about how a person communicates, what they like and what they don't like.

They are used as an introduction to the person and as a way of helping to start conversations.



## How to make a Communication Passport



1. Select the person who wants to tell others about themselves.
2. With the person make a list of things that would be useful for others to know, such as:
  - Name, birthday, people that are important to them, comment on their personality.
  - How the person communicates and how to communicate with them.
  - Things the person likes and doesn't like.
  - Places the person likes to go.

Remember to keep it fairly short!

3. It can be made up into different forms e.g. a booklet, DVD, or a box of objects that help communicate this information.

If you would like some ideas for different formats you can find them in resources pages on the total communication website: [www.oxtc.co.uk](http://www.oxtc.co.uk)



## How to use Communication Passports



1. The person should have the communication passport with them at all times, in their bag or attached to their wheelchair.
2. Whenever he/she meets a new person he/she gets out the communication passport and looks at it with the new person. He/she can use it to introduce themselves or the new person can read it with him/her.
3. It can also be looked at by people that have already met him/her to remind them of how best to interact with him/her.