

## Language Grading – Hints & Tips

- **Be clear and concise** – keep sentences short and focused.
- **Speak slowly** – but naturally (not too slow or patronising).
- **Avoid idioms, slang, and local** expressions – they don't translate well.
- **Break information into chunks** – one step at a time.
- **Use visuals, gestures, or demos** to support meaning.
- **Highlight the crucial part** of your instruction – what must be done first/most importantly.
- **Pause and repeat key information** where needed.
- **Use specialist language carefully** – it's fine, but make sure it's explained or supported if essential.
- **Check understanding effectively:**
  - Ask people to repeat back the instruction.
  - Offer to re-explain more slowly.
  - Ask if any words were unclear.
  - Use images or translation tools if helpful.
- **Invite clarification kindly** – create space for questions without pressure.
- **Assume nothing** – don't rely on implied knowledge, abbreviations, or cultural shortcuts. People also live with invisible disabilities or accessibility barriers.
- **Choose layout carefully in writing** – use bullets, spacing, or numbering instead of long blocks of text.
- **Stay calm, friendly, and patient** – tone and body language make a big difference.