



## Dyslexia

*Dyslexia affects the skills involved in accurate and fluent reading and spelling. It involves difficulties in dealing with the sounds of words and can affect your ability to recall or process a list of words or numbers. According to the British Dyslexia Association, around ten percent of the population are affected by Dyslexia to some degree.*

People may experience difficulties in other aspects of language co-ordination, calculation, concentration and personal organisation, but on their own, these are not signs of Dyslexia.

Most common effects include:

### Reading & Writing

- Poorly organised written work
- Trouble getting ideas down in writing
- Not reading fluently
- Misreading/misspelling words
- Difficulty learning new words
- Finds copying and proof reading difficult
- Visual sensitivity to text

### Organisation

- Struggling to meet deadlines and manage time
- Not prepared for meetings or events
- Difficulty following complex instructions
- Disorganised work area
- Frequently losing documents
- Difficulty prioritising work

### Processing & Memory

- Short term memory issues
- Struggling with multiple verbal instructions
- Takes longer to learn and often forgets things
- Not able to apply rules to different situations
- Needs extra thinking time before starting tasks

**Whether you have a friend, colleague, student or employee with Dyslexia, there are some simple things you can do to make their life easier:**

#### - **COMMUNICATION**

Give any information in 'bitesize' chunks and allow plenty of thinking time. Check understanding regularly and allow breaks in longer appointments. Think about offering lots of praise and positive feedback. Give examples of what is expected where possible.

#### - **WRITTEN INFORMATION**

Avoid using heavy blocks of text – consider about using images and give instructions in bold font. Highlight key points using summaries and always supply access to an online dictionary, proofreading software or spell checker.

#### - **ORGANISATIONAL SKILLS**

Find quieter spaces for focused work and help with setting small, achievable targets. Suggest the use of 'to do' or a diary/planner mobile app. Be aware extra time may be needed.