The following advice has been provided by the British Dyslexia Association: www.bdadyslexia.org.uk

Specialist advice is essential to determine the most appropriate adjustments for an individual.

It is important to determine:

1. The nature of the individual’s dyslexia
2. The requirements of the job and its related task and competence requirements.
3. The working environment and working practices
4. The requirements of any associated training and assessment.

**Suggested reasonable adjustments to support General difficulties:**

**Reversing numbers:**

- Encourage the person to say the numbers out loud, write them down or press the calculator keys and check the figures have been understood.
- Supply a talking calculator.

**Directional difficulties:**

- Always try to use the same route.
- Show the route and visible landmarks.
- Give time to practise going from one place to another.
- Supply detailed maps.
- Supply GPS car navigation system.

**Short term memory problems especially names, numbers and lists:**

- Use mnemonic devices and acronyms.
- Organise details on paper so that they can be referred to easily using diagrams and flowcharts.
- Check back understanding.
- Use multi-sensory learning techniques such as reading material onto a tape machine and then playing it back whilst re-reading.
- Use computer software; sometimes well developed program menus and help features are useful.
- Use a calculator.