The following advice has been provided by the British Dyslexia Association: [www.bdadyslexia.org.uk](http://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.

**Verbal Communication.**

**Difficulty remembering and following verbal instructions:**

- Give instructions one at a time.
- Communicate instructions slowly and clearly in a quiet location.
- Write down important information.
- Demonstrate and supervise tasks and projects.
- Encourage the person to take notes and then check them.
- Ask instructions to be repeated back, to confirm that the instruction has been understood correctly.
- Write a memo outlining a plan of action.
- Use a digital recorder to record important instructions.
- Back up multiple instructions in writing or with diagrams.
- Difficulty with hidden meanings in conversation.
- Give clear concise and direct instructions; do not hint or make assumptions that you have been understood.