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.

**Possible reasonable adjustment to support with Written Communication**

**General difficulty with reading:**

- Give verbal as well as written instructions.
- Highlight salient points in documents.
- Use voice mail as opposed to written memos.
- Use screen reading software.
- Supply screen reading software and scanner.
- Provide information on coloured paper (find out which colour helps the person to read best).
- Set up a computer screen with a coloured background to documents.

**Difficulty with reading and writing:**

- Allow plenty of time to read and complete the task.
- Examine other ways of giving the same information to avoid reading.
- Discuss the material with the employee, giving summaries and/or key points.
- Utilise information prepared in other formats for example audio, drawings, diagrams and flowcharts.
- Use mind-mapping software.
- Use digital recorders.
- Use speech to text software.
- Get someone else to take the Minutes of meetings.

**Spelling and grammar errors:**

- Offer assistive text software.
- Proof read work.
- Instant spell checker on all computers.
- Offer assistive text software on all applications, where possible.

**Working at a computer:**

- Change background colour of screen to suit individual preference.
- Supply anti-glare screen filter.
- Allow frequent breaks, at least every hour.
- Alternate computer work with other tasks where possible.
- Avoid continuous all day computer work.