

CHECKLIST

Communication-friendly classroom checklist

A practical audit of adult language, listening conditions, visual support, vocabulary and opportunities for pupils to communicate.

Check the conditions for listening and understanding

Checklist

- ☐ Background noise and competing talk are reduced during important explanations.
- ☐ Pupils can see the speaker, visual reference and task materials without unnecessary switching.
- ☐ Key routines, places and lesson sequences are represented visually where useful.
- ☐ New vocabulary is selected, explained, revisited and connected to examples.
- ☐ Instructions avoid unnecessary language and are given in manageable steps.

Make communication a two-way process

Checklist

- ☐ Adults allow processing time before repeating or rephrasing.
- ☐ Checking for understanding asks pupils to show the first action or idea, not simply say yes.
- ☐ Pupils have a discreet way to signal uncertainty or request clarification.
- ☐ Questions include accessible entry points and more than one way to contribute.
- ☐ Adults notice and respond to gesture, drawing, writing, communication aids and other valid forms of expression.

Choose one routine or lesson segment to review with pupils. Ask what makes listening, understanding and contributing easier or harder, then test one environmental and one adult-language change.