

Provide a Schedule Before Meetings:

Providing a meeting agenda can be incredibly helpful for everyone, especially neurodivergent employees.

Avoid Over-long Meetings: Excessive and over-long meetings can have a significantly negative effect on neurodivergent employees.

Use Group Discussion as a Reinforcement Technique: Pause for a few minutes at the end of the session and ask participants to discuss what they've learned among themselves.

Use the "Rule of Three": The brain tends to remember information presented in threes — beginning, middle, and end.

Clear Language: Avoid using acronyms, metaphors, complex language, or phrases open to misinterpretation.

Bite-Size Learning: Teaching one thing at a time in bite-size chunks can be very effective. This approach makes the information more manageable and less overwhelming.

Ask Questions – Literally! Neurodivergent individuals may struggle with implied or indirect questions. Therefore, it's best to ask questions directly and literally.



Consider the Environment: Neurodivergent individuals often have a broader sensory band and may be sensitive to issues such as harsh lighting, unpleasant smells, disturbing noises, or crowding of personal space.

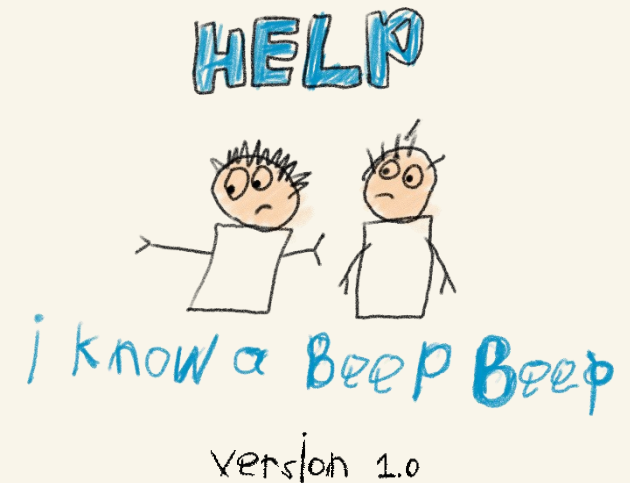
Written Instructions: Providing written instructions instead of verbal ones for those who prefer to have something to refer back to.

Quiet Areas: Create quiet areas in the workplace for those who may get easily distracted or overstimulated⁴.

Use of Headphones: Allow the use of headphones to prevent distraction or overstimulation⁴.

Strength-Based Support System: Build a support system that focuses on the strengths of neurodivergent employees, such as creativity, attention to detail, and being rules-based.

Create a Welcoming Environment: Consider the overall sensory experience of your communications efforts⁵. If you're hosting an event, ensure the atmosphere is welcoming and inclusive⁵. Think about layout, attitude of staff, and even temperature.

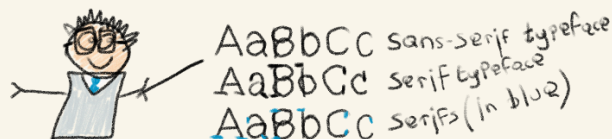


disclaimer

This leaflet contains suggestions aimed at improving the workplace or classroom environment for individuals who may be neurodivergent. These suggestions are based on information gathered from various sources, and while they are intended to be helpful, it's important to note that Beep Beep is not a trained or qualified mental health expert.

Use Sans-serif fonts - Sans-serif fonts are a type of font that do not have decorative lines or strokes at the ends of the characters. They are characterized by clean, simple letterforms without the small projecting features called "serifs" that you find in fonts like Times New Roman or Georgia.

Popular examples of sans-serif fonts include Arial, Helvetica, and Calibri. They are often used for a modern and clean look in various forms of written communication.



In addition to the font style, other factors such as font size, letter spacing, line spacing, and colour contrast can also significantly impact readability.

For example, a font size of 12-14 is often recommended.

Larger inter-letter / character spacing (sometimes called tracking) improves readability, ideally around 35% of the average letter width.

Inter-word spacing should be at least 3.5 times the inter-letter spacing. Some people find that larger line spacing improves readability.

Avoid underlining and italics as this can make the text appear to run together and cause crowding. Use bold for emphasis. Avoid using all uppercase letters for continuous text. Lower case letters are easier to read.



Use Active Voice: Active voice makes your writing clearer and more direct. This can make it easier for neurodivergent individuals to understand the message.

Be Concise: Avoid using long, dense paragraphs. Write in simple clear language using everyday words. Content should be clear and concise.

Avoid Jargon: Use plain language and avoid jargon. This can make your content easier to understand among those who struggle with reading.

Use Imagery to Support Text: Where possible, use imagery to help explain your text. This can make your content easier to understand among those who struggle with reading.

Avoid Double Negatives: Double negatives can be confusing and can make sentences harder to understand. It's better to use positive constructions where possible.

Use Headers, Short Sentences, and Bulleted/Numbered Lists: These can help break up the text and make it easier to digest.

Flow Charts: Flow charts are ideal for explaining procedures.

Backgrounds - use single colour. Avoid patterns or pictures. Use dark coloured text on a light (not white) background. Avoid green and red/pink, as these colours are difficult for those who have colour vision deficiencies (colour blindness).

Warm background colours, Peach, Orange and Yellow, significantly improved reading performance over cool background colours, Blue, Blue Grey and Green.

For many neurodivergent audiences, there is a preference for muted and pastel hues and neutral tones.

Bionic Reading is a reading system that supports the reading flow by guiding the eye through the text using typographic highlights. Making reading easier by "guiding the eyes through artificial fixation points". This is achieved by bolding the first few letters of each word, which guides the eye over the text and allows the brain to remember previously learned words more quickly.

Some people with conditions such as ADHD or dyslexia have found that Bionic Reading improves their reading comprehension. Online communities of neurodivergent readers have dubbed it as a "game-changer".

There are also reports indicating that people with dyslexia immediately understood the content of various texts the first time they read them, which they said was impossible without the help of Bionic Reading.