

## Direct Access – 12 per page early functions



### General description

This PODD book is primarily designed as an introductory communication book for young children (1-3 years) who can directly access a display with their hand. Vocabulary in this PODD book focuses on the expression of early acquired communication intents within the contexts of daily life. It is often used for a limited period of time as part of the assessment–intervention process.

This book may also be appropriate for use by:

- Older children or adults whose current communication, language and access requirements suit this book. Customisation will be required to suit the different activities of daily life experienced by these age groups.
- Individuals who pick up and give/show individual symbols to others (see the *Construction file 12 per page – early functions pick up & give/show*).
- Individuals who require a smaller display size with the same complexity of language and communication. This book can be reduced in size using scaled printing (see the *construction file* for details).

While this book can also be used by others to support an individual's understanding, experience suggests that partners find it more difficult to use a PODD book with a limited vocabulary to express a restricted range of communication intents.

- Adults communicate a full range of communication intents with children. In addition to early communication intents, adults relate information and talk about what has or will happen in the child's daily life.
- Partners require considerable knowledge of the restricted functions in order to plan what messages they can, and cannot, express using the communication book.
- Partners often express frustration when they make the effort to use a communication book and either the vocabulary is not present, or the limited range of pragmatic branches does not support their communication intent.
- Many partners have expressed relief when given a PODD book with expanded functions and reported more frequent use of the book to interact in their daily lives.

The *expanded functions* book is usually the preferred option to enable partner use to support an individual's understanding. The *12 per page – expanded functions* book has the same navigation, page layout and vocabulary to express early functions as this communication book, with extra pages of vocabulary available via the I'M TELLING YOU SOMETHING pragmatic branch starter. This allows for dual use of the same PODD book when there is a disparity between the individual's receptive and expressive requirements for aided language vocabulary. The individual can use fewer pages to expressively communicate for a limited range of communicative intents and the partners have access to a larger vocabulary, on pages the individual may not expressively access, to provide receptive input.

The expanded functions PODD book is also the preferred option for most individuals to support their expressive language development because the additional functions and vocabulary also help partners to provide aided language stimulation. An exception is when partners find it difficult to know what type of messages to focus on modelling to support the development of early language learners. The restrictive range of pragmatic functions and vocabulary in an early functions book may support these partners to interact about ongoing, meaningful, activities.

The early functions PODD book is more frequently used with individuals who using pick up and give/show. The individual symbol cards and Velcro to attach the cards to the page double the thickness and weight of the communication book. It is not practical to add the pick-up and give/show symbols to all of the additional pages in the expanded functions PODD book (see *Construction file 12 per page – expanded functions pick up & give/show*).

## Language

- The organisation and vocabulary included in this book supports the expression of a range of pragmatic functions typically seen in the expressive communication of 1-2 yr old children.
  - attention seeking
  - request objects, action
  - request information
  - reject, protest, complain
  - respond/acknowledge
  - inform (draw attention to something)
  - comment on action/object
  - answer
- Vocabulary is included in the book to express a range of semantic meanings typically seen in the spoken language of children 1-2 yrs of age.
  - Announce
  - Greet
  - Vocative
  - Existence
  - Disappearance
  - Possession
  - Non-existence
  - Location
  - Agent
  - Action
  - Object
  - Recurrence
  - Cessation
  - Rejection
- A limited range of vocabulary is available to express each type of semantic meaning/pragmatic function. There is a focus on selecting vocabulary related to common daily life routines and activities.

Vocabulary for some words typically used at this stage such as YES, NO, HELLO, THERE, is not included based on the assumption that the communicator will (be learning to) use unaided modes and/or speech generating devices to express these messages more efficiently, e.g., pointing in the environment, head movements for YES/NO, look plus vocalization for HELLO. If required, symbols for YES and NO may be attached to flip out from the back cover of the book.

- Parts of speech represented in this PODD communication book include subject and object nouns, pronouns, Wh-question words verbs, negative, interjections, adjectives, adverbs and prepositions.
- Predictably associated vocabulary supports the use of 2-4 key word sentences. At this stage of language development communicators are likely to predominantly produce single word sentences. Partners can use the additional predictably associated vocabulary to model key-word sentences, expand and clarify the individual's messages.
- The symbols in this book primarily represent single words. This allows for multiple meanings to be interpreted from the one symbol. For example, the single word HELP can be interpreted to mean, "Can I help you?"; "I'm helping"; "I need some help", depending on the current context. There are a few symbols representing whole phrases/sentences to increase efficiency and preserve conversation flow when expressing highly predictable, time dependent or social messages, e.g. I DON'T KNOW; HURRY UP.
- Includes pragmatic branch starters to clarify the intent (meaning) of 1-2 word sentences.

## Layout

- One page opening with spaces for twelve vocabulary items plus separate operational cells.
- PODD communication book size is *A4 paper landscape*. This book can be reduced in size using scaled printing options if a smaller book is required (see the *Construction file* for details). Scaled (to approximately 69%) or fit-to-page printing allows for the book to be printed on A5 paper
- The page background is light grey to visually highlight the location of the symbol cells on the page.
- Symbol cell size is approximately 4.75cm high, 5cm wide. Cell spacing is approximately 1.3cm width and 1.5cm height.
- Cells with *GO TO PAGE (number)* instructions have a small square in the top right hand corner. The number of the page (darker colours) or the background of the small square (lighter colours) matches the colour of the page tab for the target page/section.
- Operational cells are located on the right side of every page separated from the main symbol cells with a vertical line. Each operational cell is approximately 4.75cm high and 2.75cm wide with a 1.5cm space between cells. The operational items included in this book are:
  - *GO BACK TO PAGE 1* is on all pages.
  - *GO BACK TO PAGE (number)A* is included to get back to the first page in a section from all other pages in that section.
  - *OOOPS* – indicates that something has gone wrong with the communication process. This allows a communicator to indicate that something is wrong, a mistake has been made, but they require the partner to assist them to identify and fix the problem.
- The operational instruction to *TURN THE PAGE* is located in the main symbol grid in the bottom right hand corner. This location is chosen to increase the ease of access for communicators to control the movement to the next page of vocabulary.
- List pages are attached to the back of page preceding the page with the *GO TO LIST* instruction (see the *construction file*). The background of the *GO TO LIST* cell is coloured according to the section. This highlights the operational function of this item. This may be distracting for some individuals. If this is an issue, the cell background colour can easily be changed to white in the EDIT mode of simPODD.

Initially operational functions are primarily used by partners to support the individual's operation of the book. Partners are instructed to point to these cells prior to turning pages when using the PODD book and when they make an error. Frequent models of the use of these operational functions are vital to support the individual's learning to independently instruct partners to navigate around their communication book and inform partners of errors. If partners just turn pages the individual will have few opportunities to learn how they can direct movement between pages in their PODD communication book.

- **The page numbering and page tab placement in this book includes spaces to enable the addition of pages from the 12 per page – expanded functions book.** This reduces the need to re-make the whole communication book when the individual requires access to more vocabulary to express a broader range of communication functions.

The *12 per page – expanded functions* book directly builds on this book, with many shared pages using the same page layout. Pages from the *12 per page – expanded functions* book can be added to this PODD book to suit an individual's vocabulary requirements. For example, a page link to the ANIMAL pages from the expanded functions book may be added to the WANT section of this book for an individual who frequently plays with animals. Remember to make appropriate changes to the operational items in the right hand column, e.g., cover or delete "GO TO CATEGORIES".

## Navigation

Vocabulary in this book is organised into pragmatic branches according to the communication intent being expressed.

- First page **TURN THE PAGE** – *go to page 2*
- **Pragmatic branch starters** on page 2 (clarifies the communication intent / meaning of 1-2 word sentences)
- Predictive links are used to assist the communicator to include sufficient information to aid partner understanding, e.g., ITCHY has a direct link to the *06 body parts* section.
- Operational commands to *GO BACK TO PAGE (number)A* and *TURN THE PAGE* to move between pages in the one section.
- Operational command to *GO BACK TO PAGE 1* is available from all sections.
- Includes **activity displays** for more efficient interaction during a range of common, daily-routine and play activities.
  - To reduce the size and weight of the PODD communication book, whole page displays for activities that only occur in one specific environment may not be included in the communication book. Increased size and weight is of more concern in PODD books modified for pick up and give/show access. The individual symbol cards and Velcro to attach the cards to the page double the thickness and weight of the communication book.
  - Separate activity displays for specific games and daily routines can be positioned with the equipment and/or in the environments where that activity takes place. However, appropriate vocabulary to talk about or request these activities at other times will be included in the PODD communication book.



**NOTE: Select this icon on the top left corner of the screen to view a list of the pages included in this PODD book. Scroll down the list to select a specific page.**

## Selecting preferences and Optional Pages

The 12 early functions PODD book has default pages that generally suit young children (1-3 years) who have some ability to directly target large areas of a display with their hand. There are also a number of options to add additional or alternative pages/sections to suit varied requirements.

When you add this book to simPODD you will be asked a number of questions to identify preferences to suit different individuals.

- 1. Does the individual go to school?** This identifies whether the individual needs additional pages to communicate in their educational setting. Options include:
  - Adding a section for an **early childhood setting (25 early childhood EC setting)**. Select yes to this option if the individual attends kindergarten, preschool or a day care setting. The pages included with this option include:
    - Alternative 02 branches EC (includes link to *early childhood setting* section)
    - Alternative 09a people EC (includes link to *09c early childhood people* subcategory)
    - 09c EC people (early childhood people)
    - 25a early childhood
    - 25b early childhood
    - 25c make EC (early childhood)
    - 25d outside EC (early childhood)
  - Adding a section for **school (25 school)**. Select yes to this option if the individual attends school. (You may also select and customize this section for adults who attend a day placement or workplace). The pages included with this option include:
    - Alternative 02 branches school (includes link to *school* section)
    - Alternative 09a people school (includes link to *09c school people* subcategory)
    - 09c school people (school people)
    - 25a school
    - 25b school
    - 25c school places
    - 25d school things
    - 25e pencil case
  - **No educational environment.** With this option the 25 section is left blank (to add the section if it is required later).
- 2. What access method works best for the individual?** There are two options for this PODD book, direct pointing and pick up and give/show. Your selection changes the communication book instructions pages.
- 3. What is the preferred gender?** Some pages include symbols and/or vocabulary specific to the users gender.
- 4. Do you want to use the toilet or the nappy page?** There are two versions of the 50 activity page. Select the option that suits the individual. If both options apply, pick the option that is most frequently used or talked about with the individual. The alternative pages include
  - 50 toilet
  - 50 nappy

5. **Do you want to customise optional pages?** The optional pages in this PODD book include:

**A. Food drink** optional pages

- The default pages in the *18 food drink* section link to a *list* to access the specific names of food and drink via partner-assisted auditory scanning. Partners are encouraged to use the real food/drink items for the individual to select their preference during mealtimes. The *button-style* option includes two extra pages with spaces for 11 favourite food items and 11 favored drink items and symbol lists. Remember to be aware of the weight and thickness of this PODD book when adding extra pages. The alternative pages include:
  - 18 drinks list (symbol list for drinks)
  - 18 food list (symbol list for foods)
  - 18a meal with pages (meal display with links to pages of food and drink symbols)
  - 18b foods (page to add preferred foods)
  - 18c drinks (page to add preferred drinks)

**B. Music** optional pages

- The default pages for the *28 music* activity specific display link to a *list* to access the names of musical instruments and preferred songs. The *button-style* option includes two extra pages for interacting when playing music so that the names of musical instruments and songs can be represented on symbol cells. Remember to be aware of the weight and thickness of this PODD book when adding extra pages. The alternative pages include:
  - 28a alt music (music activity page with links to pages of songs and instruments)
  - 28b instrum (alternative page including symbols for musical instruments)
  - 28c songs (alternative page including symbols for songs)

## Section descriptions

**Remember** to position items that link to another page of vocabulary on the first page of the section to reduce the number of page turns required to express the whole message

### 01 main/chat

- Includes single words and social phrases that are useful to say quickly or within the context of an ongoing conversation or activity. Note that I DON'T KNOW needs to be positioned on the front page to provide communicators with an efficient alternative to answer YES/NO questions. It is also a useful phrase for partners to use to tell the communicator that they don't know what they are trying to communicate.
- TURN THE PAGE is used to navigate to the rest of the vocabulary in the book via the pragmatic branch starters on *page 02*.

### 02a branch starters

- This is the **main navigation index** in this PODD book. All pages are accessed via the pragmatic branch starters on this page. If making modifications to this page ensure that you maintain all of these navigation links in order to get to other pages in the communication book.
- These pragmatic branch starters indicate the communication intent of the message with predictive links to the pages of vocabulary required to express these intents. Pragmatic branches are essential in this PODD communication book designed to support the use of only 1-3 key word sentences. The communication intent allows partners to interpret the intended meaning of 1-3 key words.
- IT'S TIME TO... may be used to instruct/inform people to GO somewhere, DO SOMETHING, DO AN ACTIVITY or PACK UP. NB: the verbal wording associated with the pragmatic branch starter I WANT ... is changed to DO AN ACTIVITY and LET'S GO.. is changed to GO when instructing or suggesting an activity rather than requesting.
- The addition of DO AN ACTIVITY to the I WANT.. cell and VERBS to the DO SOMETHING cell also assists partners to discriminate the different vocabulary located in each of these branches, i.e., leisure and daily routine activities vocabulary in the I WANT branch and verbs/action words in the DO SOMETHING branch.
- The item I NEED TO GO TO THE TOILET is included on this page for individuals who are learning to use the toilet. You may choose to swap this item with one from *page 01* during the earliest stages of toilet training. This item would be deleted/replaced for individuals who are not as yet using a potty/toilet. The item may also be used to request changing.
- The phrase PLEASE GET MY COMMUNICATOR may be included on this page for individuals who have a speech generating device (SGD).
- **All additional pages must be accessible via this page either using an existing branch or by adding a new branch starter to this page.** Alternative *02 branches* pages with links to early childhood or school sections are provided with these options.

### 02b show

- Includes vocabulary and links to other pages needed to show things and actions.
- The vocabulary on this page particularly suits individuals who have restricted mobility limiting their ability to independently get and show objects. This page enables the communicator to provide their partner with hints as to where to look in the environment for the thing or action they want to show.
- SOMEWHERE ELSE links directly to the *12 places* section for the communicator to suggest alternative places to look.
- WATCH ME enables the communicator to draw their partner's attention to something they can do. This phrase can also be used to cue the partner to attend to their eye or hand point to things in the environment.

- ASK SOMEONE links directly to the page of people for the communicator to identify who you can ask to help you work out what it is they want to show you.
- PLEASE GET MY COMMUNICATOR supports the use of a speech generating device (SGD) such as a single or sequenced message device to tell a prepared message, in this case about something they want to show their partner.

### 03 like

- Vocabulary to express positive opinions.
- Includes vocabulary for others to provide positive feedback (to support understanding and/or provide aided language stimulation) in addition to vocabulary commonly used by young children to express positive opinions.
- In addition to adding/deleting vocabulary, you can change the words associated with some symbols to suit the individual/family/peer group style of expressing opinions.

### 04 don't like

- Vocabulary to express negative opinions and complain/protest about something the person does not like.
- The item LET'S DO SOMETHING ELSE has a predictive link directly to the *11 want/activities* section to suggest an alternative activity (because you don't like the current activity).
- Considerable customisation may be required to suit the individual's most common complaints.
- Note that vocabulary to complain about how the communicator is feeling is included in section *05 something's wrong*. It is important when making changes to these pages to consider which section, *I DON'T LIKE IT* or *SOMETHING'S WRONG*, will most appropriately and frequently convey the communicator's intent.
- In addition to adding/deleting vocabulary, you can change the words associated with some symbols to suit the individual/family/peer group style of expressing opinions.

### 05 wrong

- Vocabulary and phrases to complain, protest, assert self and generally relate problems or what has gone wrong for the communicator.
- As some complaining vocabulary is located in the *I DON'T LIKE THIS* section of this BOOK, there is a link on *page 05b* to access this other vocabulary. Its location on the second page ensures that the communicator has checked the vocabulary available in this section prior to changing pages.
- SICK, HURT/PAIN/SORE, ITCHY, BUMP/BRUISE and CUT/BLEEDING have compulsory predictable links to the *06 body parts* section; HUNGRY and THIRSTY link to the *18 mealtimes* activity page, and I WANT SOMEONE links directly to the *page 09 people* for the communicator to identify who they want.
- Young children cannot always specifically identify what is causing them to feel upset. *I DON'T KNOW WHAT'S WRONG* is useful to enable the communicator to express that they are just upset but cannot tell you why. It provides the option to not answer people's requests to know why they are upset and prevent continual guesses to discover the problem.
- The vocabulary in these template pages reflects common complaints of young children. You will need to customise this section to include the main complaints required by an individual. It can be helpful to discuss what upsets the individual with key communication partners
- In addition to complaints, this section can include vocabulary for the communicator to suggest solutions to the problem. Being able to suggest solutions is especially useful for individuals who receive assistance from a wider range of people. To do this, add an extra

page with a predictable link from the vocabulary item relating the problem to the page of possible solutions. For example, an individual who has significant physical challenges may provide more specific information about being uncomfortable. In this instance I'M UNCOMFORTABLE may have a link to an additional page (05c) including vocabulary such as PLEASE HELP ME TO SIT UP, I NEED TO MOVE. To add this page in simPODD:

- Select Edit, then the UNCOMFORTABLE cell.
- Select *Edit* to the right of *Go to Page*
- *Select Link to New Page*. A list of possible page templates will appear with screen shots of these blank grids. *Select grid b default*.
  - a. Select *Next*, to identify the page position in the book. Scroll down to select *05 wrong* to place the new page in this section
  - b. Type “uncomfortable” in the *Tab Name*, Select *Next*, then *Done*.
  - c. Select  to view the list of pages. Scroll down to open and edit the new page, *05c uncomfortable*
- Individuals who have sensory processing challenges may require a link from a vocabulary item I NEED A SENSORY ACTIVITY in the *05 something's wrong* section to a page of preferred sensory experiences such as BRUSHING, TRAMPOLINE, ROLL IN THE BLANKET. This page could be in section *11 want activities* to enable the communicator to also request these activities through the I WANT pragmatic branch.

## 06 body parts

- The main focus of the body parts pages in this book is to provide more specific information about personal complaints. In this book the link to this page is only via the *something's wrong* branch. Links to body part vocabulary for other functions, e.g., to play “Where is body part” games, personal care routines, would be included on appropriate activity displays. See the section description **27 – 50 activity displays**.
- Add appropriate gender specific body parts, either to the main page (replacing a less commonly referred to body part) or onto the list.
- More specific body parts, e.g., EYELASH, ELBOW, are usually placed on the list, unless that body part causes common issues (complaints) for the individual.

## (07 no page)

This is the categories section in the expanded function PODD book.

## 08 questions

- Includes wh-question words and whole questions commonly used by young children (acquired earlier in typical language development).
- At this stage of language development, communicators tend to use single Wh-question words, with the specific meaning interpreted from the context. Partners may use speech alone or with gesture to finish questions when they are using the PODD book and suggest alternative options to determine a communicator's specific meaning.
- *Not* is predictably associated with the question words to ask WHY NOT?
- The commonly used question WHERE IS (PERSON)? links directly to the *09 people* section to enable the communicator to fill in the name, e.g., WHERE IS DAD?
- YOU NEED TO TELL ME YES/NO functions like raising intonation to mark questions in early language development. This item links directly to the first page for the communicator to indicate what they are asking. For example, YOU NEED TO TELL ME YES/NO, (*return to page, turn the page*) GO .. (*goes to 12*) HOME? Can be interpreted as “Can we go home?” or “Are you going home?” depending on the context.

## 09 people

- This section will need considerable customisation.
- At this stage of language development, the aim is to add the names of people who are frequently part of the individual's daily life. Occupations may be included on the people list.
- Individuals usually know a large number of people, family, friends, teachers, neighbours, health professionals, etc. Representing every person with a symbol on their own separate cell with only 12 symbol items on each page would become very cumbersome. The people section therefore includes both separate cells and lists for people's names.
  - Add names to cells for people who have a close relationship or frequent contact with the individual.
  - Add names to lists for acquaintances or friends and family who have less frequent contact with the individual.
- An additional subcategory is added to the people section for children who attend school/early childhood setting. An alternative *09a*, with a link to *09c school/early childhood setting people*, and *09c* pages to add school/early childhood people is included when these options are selected.

## 10 actions (verbs)

- This actions section links from the DO SOMETHING pragmatic branch starter. It includes vocabulary to instruct/request actions from other people, suggest actions they want to do and tell others what they are doing.
- Includes common early acquired, functionally useful, verb vocabulary and associated words (NOT, IT, ON, OFF, IN, OUT).
- MOVEMENTS the individual performs with their body, e.g., ROLL, SIT UP, CRAWL, GRASP, BEND, are subcategorised with a link from *10a* to pages *10d movements* (and *10e* via *TURN THE PAGE*).
- *10c* includes actions relating to personal care, e.g., WASH, BRUSH, with the word HAIR and a link to the *06 body parts*.
- Additional verbs are located in other sections and on the activity displays. This not only increases the efficiency of using predictably associated vocabulary, but also contains the action word section to a more manageable size. For example, the verb READ is included on the book activity display; STIR, TASTE, COOK on the cooking activity display.
- Verbs are grouped across the pages according to the type of action and the predictably associated vocabulary available on each page, e.g., PUT, TAKE, TURN, with the prepositions on page *10b*.
- The vocabulary placement in this section is also prioritised for speed of access with consideration to the verbs that are predictably associated with vocabulary on other pages. For example, WANT is on the third page (*10c*) of actions as WANT is also a branch starter and included in a number of other pages in this book.

## 11 activities

- The activities section links from the I WANT ... pragmatic branch starter.
- The subcategories *11c toys*, *11d make something* and *11e outside activities* are used to organise the large activity vocabulary required to request. Other subcategories may be required if adding large numbers of additional activities of a particular type, e.g., sports, games, sensory activities.
- Note that activity vocabulary is positioned on page *11a* or *11b* with consideration to the predictably associated verbs WANT and DO.
- Many items in this section have links to pages of vocabulary to interact during the activity, i.e., activity specific displays.
- The individual may not require all of these items and their associated displays and/or may require additional vocabulary and links to new pages for other activity displays.

- When adding vocabulary for different activities, consider whether the individual also requires a display to interact during the activity. If they do, consider whether it's appropriate to add the display to the book, for use in multiple environments, and/or to place a separate activity display in the individual's environment. If adding a display to the book, ensure that all the *GO TO PAGE (number)* links are in place to enable the individual to navigate to that page.
- You may choose to keep a vocabulary item, e.g., BUBBLES, and decide to remove the activity display from the book as the activity does not occur frequently enough to warrant inclusion in an aid which people carry with them all the time. You may choose to use the book page to create a separate activity display by cutting off the page tag and covering the operational cells with one cell to request their communication book (to enable the individual to control their access to vocabulary not included on the activity display). Remember to unlink the page from the vocabulary (e.g., BUBBLES) cell to remove the small square with the *go to page number* link.
- When removing activity vocabulary that has an associated activity display, you will also need to remove the associated activity display.
- (Additional information on adding /deleting activity displays is included in the section description for **27 – 50 activity displays** below).

## 12 places

- The places section links from the LET'S GO ... pragmatic branch starter.
- 12a includes a link to the subcategory 12c *somewhere in the house* and a link to 11e *outside activities* pages in the activities section. The word PLAYGROUND on 12b has a link to 11f *outside activities* to access vocabulary for different playground equipment.
- Other subcategories may be required if adding large numbers of additional places of a particular type, e.g., shops.
- The word VISIT links directly to the 09 *people* page to identify who the communicator wants to visit.
- Fringe vocabulary for low frequency places, e.g., a place the individual went on holiday or visited only occasionally can be added to the places list.

## (13 - 17 no pages)

These page numbers are used for the *special events, health, clothes, things and house & garden* categories in the 12 per page expanded function PODD book.

## 18 food / drink

- The food/drink page in this book is an activity display to interact during mealtimes.
- Including the names for all the foods and drinks the individual experiences with only 12 items on a page would require many page turns. Specific food and drink names are therefore included on a list for partner-assisted scanning and partners are encouraged to use the real food/drink objects to provide the communicator with options during mealtimes.
- Some individuals/families really want to include symbols to request their favourite food/drink. The option to include two extra pages with symbol spaces for 11 favourite food items and 11 favourite drink items and symbol lists may be selected when setting up your PODD book in simPODD. Remember to be aware of the weight and thickness of this PODD book when adding these extra pages.

## (19 - 24 no pages)

These page numbers are used for the *transport, characters, animals, days & times, feelings and descriptions* categories in the 12 per page expanded function PODD book.

## 25 Early childhood setting/school

- For children who attend an early childhood educational setting or school, it is useful to have an additional section in the PODD book to include vocabulary related to this environment. While there is usually significant overlap with vocabulary in other sections, particularly the activities section, it has been found useful to repeat the vocabulary in the one section to assist efficient communication at school/early childhood educational setting.
- The educational setting options are selected when you set up your book in simPODD.
- If the individual does not currently attend an educational setting, leave this number blank in the book for easy insertion of these pages when required.
- Adults who attend a day centre or workplace may choose to customise the school pages for these locations.

### Early childhood setting pages:

- *O2 branches ec* with a link to the early childhood setting. You may change the label on this symbol link to reflect the name used to refer to the early childhood setting, e.g., preschool, nursery, day care, Jumping Joey's. (note that it is not possible to change the name of the tab in simPODD).
  - *O9a people ec* a link added to the kinder people page
  - *O9c ec people* to add the names and roles of people at the child's kindergarten
  - *25a* includes common early childhood setting daily routine activities and links to the subcategories *25c make something* and *25d outside activities*. SOMETHING TO EAT OR DRINK includes a link to the *18* mealtimes activity display.
  - *25b* includes common early childhood inside activities with links to associated activity displays in the book.
  - *25c* includes common early childhood "making activities" with links to the associated activity displays.
  - *25d* includes common early childhood "outside activities" with links to the associated activity displays.
  - You will need to customise the activity vocabulary on these pages to suit the child's early childhood program.
  - Remember to also engineer the early childhood environment with a range of activity displays accessible for all children to use.
- **School pages:**
    - *O2 branches school* with a link to the school section
    - *O9a & c people school* to add the names and roles of people at school.
    - *25a* includes common school daily routine activities and links to the subcategories *25c school places* and *25d school things*.
    - *25b* includes school subjects with links from ART to the *11d make something* page in the *11 activities* section and from MUSIC to the *28 music* and from COMPUTER to the *46 computer* activity pages.
    - *25c* includes common places at school.
    - *25d* includes school things with a link to PENCIL CASE THINGS on page *25e*.

### (26 no page)

This page number is used for the RELIGION category in the expanded function PODD book.

## 27 – 50 activity displays

- Pages 27 – 46 include a sample range of activity displays for common early childhood activities. These displays link from the *11 want/activities* section.

Example pages include the following activity displays:

27 TV	to interact when watching TV
28 music	focus on interacting when listening to music, but also includes a list of musical instruments. Alternative music activity pages with a focus on playing musical instruments, singing and selecting songs are included in the <i>options folder</i> .
29 book	focus on participating in story book reading routines
30 game	general vocabulary to interact when playing games
31 play dough	to interact when playing with play dough. Includes a link from MAKE to a list to add ideas of what the child may be making, e.g., sausages, snake
32 draw	to interact when drawing
33 paint	to interact when painting
34 cut & paste	to interact when cutting and pasting
35 cook	focus on interacting when people are cooking
36 blocks	focus on building and knocking down block towers
37 puzzle	to interact when playing with puzzles
38 dolls	includes multiple pages for common doll play routines
39 toy cars	to interact when playing with cars and other vehicles
40 bubbles	to interact with others blowing bubbles
41 ball	to play catch/kick the ball
42 build/tools	to interact during pretend or real use of tools to build
43 water play	to interact during water play
44 dress ups	to interact when playing dress ups
45 messy play	to interact when exploring messy play
46 computer	to interact when playing on the computer

Pages 47-49 have been left blank to provide space to insert additional activity displays if required.

### Adding / deleting activity displays:

Carefully consider whether the individual requires all of these activity displays to be included in their PODD book and/or they require other activity displays. Remember that activity displays are included in a book for frequently occurring activities that occur in multiple environments.

- **Deleting an activity display from your PODD book.** It is not possible to delete activity pages from the simPODD templates. If an activity display is not required:
  - Open the page with the link to that page (usually in the *11 activities* section).
  - Select *Edit*, then the cell with the go to page link (e.g., BUBBLES)  
If neither the vocabulary item nor the activity display are required
    - Select *Clear*, then *Done*  
To keep the name of the activity but remove the link to the activity display.
    - Select *Edit* to the right of *Go to Page*, then select *Unlink*.
  - When printing from the simPODD app, in the page previews, scroll (swipe to the side) to the page you want to delete. Tap on the preview of the page and select *Skip Page(number)*. This skips the 'deleted' activity page when you print the book.

- When **adding a new activity display to a PODD book**, you will also need to add vocabulary and GO TO PAGE NUMBER links to that page. Blank grids are included to make new pages.
  - Open the page to add the new activity vocabulary (usually in *11 activities* section).
  - Select Edit, then the blank cell.
  - Fill in the label for the activity and select your preferred symbol
  - Select *Edit* to the right of *Go to Page*
  - *Select Link to New Page*. A list of possible page templates will appear with screen shots of these blank grids.
    - a. If you are adding a single page activity select *grid one page*.
    - b. If your activity requires a second page select *grid a default* (you will later need to add a link from TURN THE PAGE to a *grid b* page)
    - c. Select *Next*, to identify the page position in the book. Scroll down to select 46-49 activity to add a new activity display
    - d. Fill in the *Tab Name* and select your preferred *Tab Colour*. Select *Next*
    - e. Select *Done*. (a label and go to page link will have been added to the cell).
    - f. Select *Edit* again. Select the modified cell, then *Clear* (to restore the blank cell in the PODD book pages).
    - g. Select  to view the list of pages. Scroll down to open and edit the new page.
- **Separate displays for other activities** may also be placed in the environment. Separate activity displays are often used for daily routines that predominantly occur in one place (e.g., bath, bed). There is a *separate activity display grid* template included to make your own separate activity displays with the same page layout as the individual's PODD book. Because the blank template pages can only be viewed when adding a link in simPODD, you will first need to link the display from an existing blank cell and delete the link once the separate display page is made. To do this:
  - Open any page with a blank cell
  - Select Edit, then the blank cell.
  - Select *Edit* to the right of *Go to Page*
  - *Select Link to New Page*. A list of possible page templates will appear with screen shots of these blank grids.
  - Select *grid separate page*.
  - Select *Next*, to identify the page position in the book. Scroll down to select 46-49 activity.
  - Fill in the *Tab Name* (note that this will be the name of the separate activity display).
  - Select *Edit* again. Select the modified cell, then *Clear* (to restore the blank cell in the PODD book pages).
  - Select  to view the list of pages. Scroll down to open and edit the new page (the name will be the label you assigned to the tab name). Note that you will need to cut off the line of tabs to make a separate activity display.
- Making a **separate activity display from an existing activity display**.
  - Print the activity display. Cut off the page tabs.
  - Print a blank *grid separate page*. Cut out the I NEED MY COMMUNICATION BOOK cell and paste it into position on the printed activity display.

### **50 toilet / nappy (change)**

- Select whether to use the NAPPY CHANGING or TOILET activity display.
- Parental feedback suggested placing these displays in a very easy to find position for frequent fast access, so they are positioned as the last activity display in the PODD book.
- Older individuals will require a change of vocabulary from nappy to the words they use to request changing / name of incontinence products.

### **(51 and 55 no page)**

These page numbers are used for the *Alphabet and My stories* sections in the *expanded function* PODD book.

**Note re: alphabet pages.** All individuals should have access to an alphabet display for scribbling, exploration and learning to spell, but this display does not need to be in the PODD book at this stage of communication and language development (i.e., not using the alphabet for communication). You could print only the 51 alphabet pages included with the 12 *expanded functions* direct access PODD book to create a separate alphabet display.

### **Other pages**

**Instructions for back cover.** These pages provide examples of the type of instructions that are printed onto a sticker and attached to the inside of the back cover (see *construction file*). There is a space at the bottom of the page for a contact number to be added to facilitate the return of a lost communication book.

Example instructions are included for the two access methodologies that can be used with this PODD book

- *Instructions for back cover – direct pointing*
- *Instructions for back cover – pick up and give/show*

The appropriate version is included based on your selections when you set up your book in simPODD.

- **List.** This list is used in most sections. Make sure to insert the individual's name, method for indicating yes/no and appropriate gender pronouns into the instructions. You can print multiple lists onto A4 stickers and handwrite the name of the list at the top of the page. See the *construction file* for detailed instructions to print and position these lists.