

10 Tips

for Talking with Colleagues Whose First Language is not English



1. Look for ways to walk a mile in your colleague's shoes
2. Include your colleague in conversations
3. Take time to listen, and confirm understanding
4. Make sure your colleague can see your face when you are talking
5. Say it in a different way if you are not understood
6. Have patience and work together to understand each other
7. Speak in a clear, concise and specific way, avoiding slang
8. Speak at a suitable speed
9. Enunciate clearly
10. Give only a few instructions at a time, checking understanding as you go



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