**Handout B-2**

**Suggestions for Talking with a Child C:\Users\Scott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J84N4BWP\MC900044919[1].wmf**

* Get down at the child’s level and as close to his or her ears as possible.
* Maintain eye contact with the child throughout the conversation.
* Let your face and voice tell the child that what you are saying or doing is important or interesting and fun.
* Provide honest answers to the child’s questions.
* Use reminders rather than questions when children forget or refuse to follow directions.
* Talk about the here and now.
* Talk about what the child is seeing or doing or what the child is interested in.
* Say the obvious.
* Everything has a name. Use it.
* Put the child’s feelings into words.
* Use new words over and over again.
* Take a child’s short response and put the response back into a whole sentence.
* When a child uses incorrect language, say what he or she was attempting to say correctly.
* Use a variety of sentence forms.
* Expand a child’s thoughts by adding more information.
* Tell the child what you want him or her to do and not what you don’t want him or her to do.
* Make statements that will encourage the child to continue his or her desirable activity.
* Praise children for efforts as well as accomplishments.
* Provide simple explanations to a child’s questions.
* Explain the anticipated consequences of specific behaviors.
* Speak distinctly and use correct grammar.
* Never talk about a child when the child or other children are present.
* Talk with the children and not other staff during program hours unless the conversation is related to immediate program activities.
* Ask questions that will make a child respond with something other than yes or no. (open-ended questions). For example, “Tell me…”
* Provide clear directions and patience when handling transitions.
* Address each child by name every day.