ISAAC Glossary of Terms and Definitions for AAC – 150 Terms

ISAAC AUGMENTATIVE AND ALTERNATIVE COMMUNICATION (AAC)
Terms and definitions sourced from published definitions in the literature by a team of 20 volunteer speech language pathology students at the University of Queensland, with Bronwyn Hemsley (AAC Clinical Researcher), Ms Kaely Bastock (Clinician) and Paul Andres (Translations Committee) in 2010.

International Society for Augmentative and Alternative Communication www.isaac-online.org
ISAAC Collated Terms & Definitions from Published Glossaries on AAC (2010)
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Method: Compare definitions on all terms in published glossaries, select best fit with current clinical usage, collate and create the 'top 150 terms' that might be most useful when introducing people who are new to AAC, to the terms and definitions.

On the Importance of Translating AAC Terms & Definitions
"It is vital to discuss the AAC terms in different languages and how to explain to parents... for me it is in Arabic…. Next week I have a meeting with group of mothers and fathers whom I work with their children to explain to them more about AAC, how useful, benefits of it and I cannot give them the English written articles to read so I will show them some other children than their own on video…. I cannot give them just the term AAC as it is, but illustrate more on what (it is) and I will let you know the results. You know we have in Egypt problem of the belief that AAC prevents talking, hinders speech - especially with doctors and speech therapists."
Yvette Abdel Malek, Egypt

Can you help with updating or translating this glossary of terms and definitions for AAC?

Updating: Some terms never go out of date, others do! Please feel free to have a chat with your colleagues and send through an email nominating words that you think need updating – but also suggest an alternative and provide the source quote – this glossary is based on published definitions. Contact Dr. Bronwyn Hemsley (Bronwyn.hemsley@newcastle.edu.au) if you have found a new published definition of a term in the list that you think could be improved by an update. Please send the full author, year, source, quote, and page number for the definition.

If you would like to assist in translating this document into a language other than English, also contact Bronwyn; you will need:

- an ISAAC member in the country of the language that speaks both the other language and English
- a small team of volunteers (such as students or ISAAC members) to help you (5-10 people)
- to notify Bronwyn if there are additional terms used in the other language that are very important to include, and to add these (along with an English term and definition to match) to simply ignore or delete terms that you consider are never going to be used in that language, or that there is no matching concept for in that language.
- Translation is very time-consuming: if you use Google Translate to speed things up, please do check every single translation for accuracy before finalising the translation.
- It can take groups up to 6 months to translate all 150 terms, but it is useful work!

Term	Definition (Direct Quote)	Source	Page
AAC system	An integrated group of components, including the symbols, aids, strategies and techniques used by individuals to enhance communication. The system serves to supplement any gestural, spoken, and/or written communication abilities.	Speech Pathology Australia (2004) Position Paper AAC	3
Access barriers	The capabilities, attitudes, and resource limitations of potential AAC users themselves.	http://textbooks.bro okespublishing.com /beukelmanmirenda /glossary.htm	
Access method (or selection technique)	The way in which the user interacts with a device to control it for communication; the method an individual uses to select items for communication, e.g., pointing, single-switch scanning, etc. There are two broad categories of access methods: 1) Direct selection and 2) Indirect Selection	UW Augcomm (University of Washington) http://depts.washin gton.edu/augcomm/ 00_general/glossar y.htm (2010)	1
Activity schedule	Activity schedules may be suitable for people who find it hard to remember the 'next steps' in an activity or daily routine. An activity schedule shows the sequence of all the steps or stages of an activity - for example; 'the steps involved in making a coffee', 'the activities during a morning at school' or 'how to do the laundry'. You can use whatever the person understands most easily e.g. photos, pictures, line drawings and/or words.	Scope Website - Communication Aids http://www.scopevi c.org.au/index.php/ site/resources/aac/g lossary	N/A
Aided language stimulation	A language stimulation approach in which the facilitator points out picture symbols on the child's communication display in conjunction with all ongoing language stimulation. Through the modeling process, the concept of using the pictorial symbols interactively is demonstrated for the individual.	http://textbooks.bro okespublishing.com /beukelmanmirenda /glossary.htm	

Alphabet board	A low tech communication aid displaying letters of the alphabet. An AAC user points to letters to spell words to communicate a message.	Glennen & DeCoste, 1997	771
Alpha-numeric encoding	A method of encoding in which both letters and numbers can be used in order to increase the rate of communication. The letters can be used to specifiy a category, and the number can be used to specify an individual message within the category.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	
Assistive technology	Aided tools used to improve skills, abilities, lifestyle, and independence of individuals with disabilities such as environmental controls, AAC, assisted writing, or assisted listening,	Beukelman, Garrett, & Yorkston (2007)	392
Auditory prompts	Electronic or partner-generated audible signals that enable a communicator to realise when a target message has been reached within a scanning AAC system.	Beukelman, Garrett, & Yorkston (2007)	392
Auditory scanning	A scanning technique whereby the AAC user activates his or her switch when he or she hears the desired item spoken.	Glennen & DeCoste, 1997	772
Augmentative and Alternative Communication (AAC)	An area of specialised clinical and educational practice that provides communication options and interventions for people with complex communication needs. The term *augmentative* in this context means supplemental or additional to speech. Augmentative techniques (e.g., gestures and facial expressions) are commonly used when communicating and interacting with others. The use of the term *alternative* acknowledges that there are some individuals whose speech is sufficiently impaired that they must rely completely on standard and special augmentative techniques, which do not augment speech but are alternatives to speech.	Speech Pathology Australia (2004) Position Paper AAC	2 and 3
Augmented-input communicator	An aphasic patient demonstrates auditory reception difficulties that require the listener to generate key words or written choices to supplement auditory input. A variety of severe aphasic patients may benefit from augmentative input communication strategies, especially those demonstrating intermittent auditory processing breakdowns.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	

Basic-choice communicator	Communicative technique to be used with severely aphasic people. The aphasic person requires maximal assistance from listeners in order to make basic choices. The choices help clarify needs, facilitate participation, and develop turn-taking skills. The person with persisting global aphasia and severe neurological impairment may remain in this category for extended time.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	
Body language	Movements and posture of the body used to communicate a message.	http://www.scopevic.org.au/index.php/site/resources/aac/glossary	
Book about me	A 'Book about me' may be suitable for people who can understand photos or pictures but is most useful for support workers. It contains current, relevant information about a person's needs and abilities. It can provide support people with information about a person's daily routine and how to support them consistently with activities of daily living, e.g., during mealtimes. It may also provide communication partners with information on the person's likes and dislikes.	Scope Website - Communication Aids http://www.scopevic.org.au/index.php/site/resources/aac/glossary	N/A
Button	A simple mechanism for controlling a part/function of a machine. They are usually made out plastic or metal and shaped for the finger or hand, so they can be easily pushed. When the button is pushed, an event (usually electrical) takes place (e.g., an item might be selected activating voice output on a communication aid).	http://www.scopevic.org.au/index.php/site/resources/aac/glossary	
Cell	An area on a device that corresponds to a vocabulary item, and can be selected and activated.	http://www.scopevic.org.au/index.php/site/resources/aac/glossary	?

Chat book	Used effectively by people who understand objects, photos, or pictures. It is designed so that people who find it hard to express themselves can relate information about activities and events that they have experienced. They include topics of conversation, information about the activity or event and some interactive statements to engage other people in these conversations.	Scope Website - Communication Aids http://www.scopevic.org.au/index.php/site/resources/aac/glossary	N/A
Chores chart	A visual support that uses photos, pictures, and words to display routine tasks and the person(s) responsible for them.*	http://www.scopevic.org.au/index.php/site/resources/aac/glossary	
Circle of friends	Used to facilitate inclusion of school-aged individuals with severe disabilities into regular classroom settings. This dynamic process of including persons with severe disabilities in activities involves family members, principals, teacher, and most importantly, classroom peers.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	
Communication aid	A physical object or device that helps an individual carry on a conversation, write, make basic needs known, and so on. Communication aids are commercially available or can be individually constructed boards, charts, and mechanical or electrical devices, among others.	ASHA 1986 Blackstone	497
Communication breakdown	A communication failure between partners during conversation. Such breakdowns occur frequently during interactions between severely speech/language-impaired individuals and their partners.	ASHA 1986 Blackstone	497

Communication displays, boards, books, wallets	Communication books and boards can be made specifically to suit the person's individual needs. Depending on their level of understanding, photos or line drawings can be used to represent people, places, and objects. They can be categorised in a way that makes sense to the individual and can be adjusted in size, format and colour. Whatever it is that the person requires, we are able to make.	Scope Website - Communication Aids http://www.scopevic.org.au/index.php/site/resources/aac/glossary	N/A
Communication placemat	Placemats are suitable for people who understand photos, pictures, or line drawings. They can be used effectively at mealtimes, for example, when a communication book or device might not be available. Vocabulary should be suited to the situation and can include general statements or more specific symbols, words, or phrases. They are similar in format to aided language displays, topic boards, choice boards, and theme boards.	Scope Website - Communication Aids http://www.scopevic.org.au/index.php/site/resources/aac/glossary	N/A
Communication profile	A communication profile is most useful for new or casual support staff who quickly need to know about the ways that an individual communicates. It is a form with information about a person's communication needs, skills, and abilities. It is designed to be a 'quick glance' guide that documents what the individual understands and the ways in which he or she communicates.	Scope Website - Communication Aids http://www.scopevic.org.au/index.php/site/resources/aac/glossary	N/A

Communication repair	The ability to compensate for or fix a conversation after a communication breakdown has occurred. Individuals using augmentative components and their communication partners learn compensatory strategies that will repair misunderstandings, confusions, and ambiguities when they occur and will permit communication to continue.	ASHA 1986 Blackstone	497
Communication strategy	A specific way of using augmentative aids, symbols, and techniques more effectively to enhance communication. A strategy, whether learnt, or taught to an individual, is a plan that can improve performance.	Speech Pathology Australia (2004) Position Paper AAC	3
Communication technique	A method of transmitting ideas (e.g., scanning, encoding, signing, and gesturing).	Speech Pathology Australia (2004) Position Paper AAC	3
Communicative competence	The ability to functionally communicate within the natural environment and to adequately meet daily communication needs. It is suggested that this is accomplished by the integration of knowledge, judgment, and skills in the area of linguistics, operational, social, and strategic competence.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	
Complex communication needs	People with complex communication needs have communication problems associated with a wide range of physical, sensory, and environmental causes which restrict/limit their ability to participate independently in society. They and their communication partners may benefit from using augmentative and alternative communication (AAC) methods either temporarily or permanently.	Speech Pathology Australia (2004) Position Paper AAC	3
Context-dependant communication	Communication that is limited to some topics in some contexts or with some partners; the individual is not able to communication with anyone about any topic. Context-dependent communication is more effective than Emerging communication (see below) because it is not limited to the 'here and now' or shared knowledge by the partner.	UW Augcomm (University of Washington) http://depts.washington.edu/augcomm/00_general/glossary.htm (2010)	2

Conversational repair strategy	A method or technique used to repair a communication breakdown. For an AAC user this strategy may be a back-up communication system.	http://textbooks.bro okespublishing.com /beukelmanmirenda /glossary.htm	
Core vocabulary	The small number of words that are used for the majority of communication. For most people, about 85% of communication is accomplished using just a few hundred words.	American Speech-Language-Hearing Association (AAC Primer 2010) http://www.asha.or g/public/speech/dis orders/accPrimer.ht m	2
Cues	Can be useful for people who need extra information to make sense of the 'here and now' in their world.

Support people in the environment can provide a number of consistent sensory cues to the person during their daily routines.

Cues can be visual, tactile, olfactory (smell), or auditory.

It helps to present these in a user-friendly format for communication partners to ensure that consistent signals are used to show the person that an event or activity is going to occur. | Scope Website - Communication Aids http://www.scopevi c.org.au/index.php/ site/resources/aac/g lossary | N/A |
| *Dedicated AAC systems* | AAC equipment specifically designed to operate as communication aids. | Glennen & DeCoste, 1997 | 773 |
| *Dependent communicators* | Individuals who are unable to communicate about all topics with any listener. They rely on familiar partners to understand their utterances/messages or depend on others to provide them with the necessary vocabulary. | UW Augcomm (University of Washington) http://depts.washin gton.edu/augcomm/ 00_general/glossar y.htm (2010) | 3 |

Digitized speech	A type of electronic speech that consists primarily of natural speech that has been recorded, then passed through a series of filters and a digital-to-analog converter and reproduced as the voice source of the VOCA. This type of electronic speech requires a lot of computer memory.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	
Direct selection access	The act of indicating a desired item (letter, word, icon, or picture) from a set of choices in a display. The selection can be made by finger pointing or touching, using optical pointers, light pointers, or head sticks.	Beukelman, Garrett, & Yorkston (2007)	394
Dynamic display	A display that changes electronically when certain items are selected, such that other items can be displayed and potentially selected.	Beukelman, Garrett, & Yorkston (2007)	394
Early communication process (ECP)	Consists of four levels of communication- gaining attention; making requests/expressing interests; making choices/expressing preferences; use of symbols to make choices/express preferences.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	
Electronic communication devices - Overlays	Overlays are required by people who use some electronic communication devices. These devices have speech and/or print output and many need an object, photo, picture, or word based overlays that communication partners can change for the individual when required. Standardised overlays can be developed to fit any device for any activity.	Scope Website - Communication Aids http://www.scopevic.org.au/index.php/site/resources/aac/glossary	N/A
Emergent literacy	Children's reading and writing development in the early years.	Glennen & DeCoste, 1997	773
Emerging communicator	A person with aphasia who has profoundly diminished awareness and alertness across modalities after a serious neurological event such as a cerebrovascular accident, trauma, or infection. Can participate in simple conversational exchanges using mostly nonlinguistic communication behaviours.	Beukelman, Garrett, & Yorkston (2007)	394

Encoding	The arrangement of a code in advance to represent a longer message. The code can consist of numbers, letters, symbols, or combinations. Often used with low-tech eye-scanning systems to speed up message transmission.	Beukelman, Garrett, & Yorkston (2007)	395
E-Tran	A clear Plexiglas board on which symbols are visible from both sides, used for eye gaze communication.	Glennen & DeCoste, 1997	773
Expanded keyboard	An alternative keyboard designed for persons who can select keys on a larger keyboard. These keyboards provide users with enlarged touch-sensitive keys that can be grouped together to create large keys. Expanded keyboards often use paper overlays to define the layout of particular keys. Expanded keyboards differ in such properties as the size, spacing, and sensitivity of the keys. In general, expanded keyboards require a 'keyboard emulator' interface to communicate with a computer.	Glennen & DeCoste, 1997	774
Expressive communication	Refers to how an individual uses symbolic language, whether through speech, sign, writing, or any other modality.	UW Augcomm (University of Washington) http://depts.washington.edu/augcomm/00_general/glossary.htm (2010)	4
Eye pointing	A communication technique, in which a person looks at their communication partner to gain his or her attention and then at a desired item or vocabulary selection.	http://www.scopevic.org.au/index.php/site/resources/aac/glossary	
Eye-tracking technology	AAC systems that provide access through eye movements.	Beukelman, Garrett, & Yorkston (2007)	395

Facilitated communication	Facilitated communication (FC) also now referred to as 'supported typing' is a specific technique that involves a facilitator touching the person with disability's hand, elbow, shoulder, body, keyboard, or alphabet board ('rapid prompting') in order that the person types or selects messages.	Speech Pathology Australia, Clinical Guideline in Augmentative and Alternative Communication (2012)	22
Finger spelling	The use of hand shapes that represent individual letters of the alphabet, to spell words.	http://www.scopevic.org.au/index.php/site/resources/aac/glossary	
First letter spelling	An AAC strategy to increase speech intelligibility. The individual points to the first letter of each word while simultaneously producing the whole word via mouthing or natural speech.	Beukelman, Garrett, & Yorkston (2007)	395
Fitzgerald key	A left to right organisation of communication displays. Question words and people are typically found on the left of the display, followed by action words, descriptors, and object nouns.	Glennen & DeCoste, 1997	774
Fixed display	A display that does not change when items are selected, such as an alphabet board or a picture book.	Beukelman, Garrett, & Yorkston (2007)	395
Fringe vocabulary	Vocabulary words and messages that are unique (personal nature) to the individual. These vocabulary words are recommended by the consumer or by someone who knows the consumer's communication situations and system. This vocabulary may include names, locations, and vocabulary unique to the user.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	
Generative communicators	People with aphasia who have relatively good comprehension and awareness of their own communication effectiveness. They typically wish to communicate with familiar and unfamiliar partners in a wide range of communicative contexts. Generative communicators use a combination of strategies to produce novel messages.	Beukelman, Garrett, & Yorkston (2007)	395

Guessability	Refers to the degree of similarity in appearance between a symbol and the item it represents	Kuder, 3rd Ed, 2008	p357
Head pointer	A device worn on the individual's head that allows the user to use head motion to point toward a symbol or object.	Glennen & DeCoste, 1997	774
Icon	An image that represents an object, a concept, or a message.	Glennen & DeCoste, 1997	774
Iconicity	The degree to which a sign or symbol visually resembles or suggests its referent.	Glennen & DeCoste, 1997	774
Independent communication	The ability to communicate with both familiar and unfamiliar partners about any topic in any context. 'Independent communication' does not mean that the individual does not rely on technology or assistance from people in the environment.	UW Augcomm (University of Washington) http://depts.washington.edu/augcomm/00_general/glossary.htm (2010)	5
Indirect selection	The individual is offered choices of available symbols (e.g., through visual or auditory scanning) and indicates choice by a pre-determined signal (e.g., blink, nod or vocalisation).	Speech Pathology Australia (2004) Position Paper AAC	4
Integration	The physical presence of a student with disabilities into a regular classroom setting with same-age peers. Full: Attend age-appropriate classroom for the entire day. Selective: Attend age-appropriate classroom for some of the day. Receives instruction in other settings and/or environments for remainder of the day. Excluded: Does not attend age-appropriate regular education classrooms.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	
Intentional communication	Deliberate actions used to get a message across to another person.	http://www.scopevic.org.au/index.php/site/resources/aac/glossary	?

ISAAC	International Society for Augmentative and Alternative Communication - International organization devoted to the advancement of the field of AAC.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	
Key guard	A plastic divider used to separate keys or cells on a communication device, preventing a person with poor motor skills from pressing the wrong key or cell.	http://www.scopevic.org.au/index.php/site/resources/aac/glossary	
Key word signing	Signing only the key words in an utterance, sometimes done while speaking.	UW Augcomm (University of Washington) http://depts.washington.edu/augcomm/00_general/glossary.htm (2010)	5
Language representation methods	Speech output AAC systems use one or a combination of three basic language representation methods: single meaning pictures, alphabet-based methods, and semantic compaction. An understanding of the performance differences and appropriate choices of method(s) are very important to the effectiveness of the communication system.	American Speech-Language-Hearing Association (AAC Primer 2010) http://www.asha.org/public/speech/disorders/accPrimer.htm	1 + 2
Lexicon	Vocabulary language sets. Although the English language has a large lexicon, a communication board might be limited to a lexicon of 10 to 20 items.	Glennen & DeCoste, 1997	775
Light pointer	A device that focuses a beam of light on the surface of a communication system.	Glennen & DeCoste, 1997	775
Linguistic competence	An adequate level of mastery of the linguistic code (the linguistic code of the language community and the linguistic code of the AAC device).	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	

Low/light technology system	Low technology communication systems include communication boards, books and objects boards. These systems include devices accessed through the use of switches, for example the Big Mack (R), single message devices. They are commonly referred to as 'low tech' systems.	Speech Pathology Australia (2004) Position Paper AAC	3
Makaton (key word sign)	Use of sign and gesture with people who can hear but cannot talk, are difficult to understand, or have difficulty understanding other people. The Makaton principles are to: Speak and sign concurrently; Sign only the key words in the sentence; Use directionality and placement; Use the signs of the host country (Auslan).	http://www.scopevic.org.au/index.php/site/resources/aac/glossary	
Manual sign language	A formal language in which communicators use visual symbols rather than oral sounds to convey meaning. An example is American Sign Language, which is used by deaf or hearing-impaired individuals.	UW Augcomm (University of Washington) http://depts.washington.edu/augcomm/00_general/glossary.htm (2010)	6
Message banking	A method of preserving communication messages to be used at a later date, in advance of anticipated medical procedures that with interfere with natural speech.	Beukelman, Garrett, and Yorkston, 2007	398
Message retrieval strategy	Only the smallest devices show all the available vocabulary at once. Devices with a larger capacity only show some vocabulary and require the user to 'retrieve' words that are not readily visible at first. An individual who is not able to use a retrieval method, or does not use it proficiently, will be unable to use that additional vocabulary during communication. There are three types of message retrieval strategies: a) Levels and Overlays, b) Dynamic Displays and c) Encoding. *(Note: Encoding also functions as a rate enhancement method.)*	UW Augcomm (Univ of Washington) http://depts.washington.edu/augcomm/00_general/glossary.htm (2010)	6

Minspeak	Is a type of visual language in AAC. It is a pictorial system that allows for fast and accurate access to language through a process of using multiple meaning icons.	http://textbooks.bro okespublishing.com /beukelmanmirenda /glossary.htm	
Morse code	A communication system originally developed for use with telegraph systems that uses a series of short and long pulses (dits and dahs) to represent letters and numerals.	Glennen & DeCoste, 1997	776
Mouse emulator	An alternative access method that replaces the physical movement tasks associated with the mouse. The alternative input method can include alternative keyboards, touch tablets, or switches. Alternative keyboards usually require the use of arrow keys on the keyboard display to indicate mouse functions. Switches usually require an indirect selection method.	Glennen & DeCoste, 1997	776
Mouthstick	A wand that is held in the mouth and used by individuals with poor hand control to perform some tasks otherwise done by hand, such as reaching & pointing. Some AAC users use mouthsticks to select items on a communication display or device.	UW Augcomm (University of Washington) http://depts.washin gton.edu/augcomm/ 00_general/glossar y.htm (2010)	6
Multi-level communication book	This communication aid allows access to a large vocabulary. The first pages cover the index and allow the user to 'go to' a range of topics. Tabs make it easier to navigate through the pages. Each page allows the user to return to the index. The content may be picture, word, or photo-based. Some people also include the alphabet if they have spelling skills. The vocabulary should be personalised to reflect the individual's skills and interests.	Scope Website - Communication Aids http://www.scopevi c.org.au/index.php/ site/resources/aac/g lossary	N/A

'My day' book	'My day' books are a valuable way of using pictures and photos with people who need support to share information about the things that they have been doing in their day. They can be useful for people who need visual reminders. They allow for communication about the things that they have been doing, how they have felt, anything different or special that has happened, where they have been, and anything they need to bring the next day.	Scope Website - Communication Aids http://www.scopevic.org.au/index.php/site/resources/aac/glossary	N/A
News book	Communication partners in both the home and work or school environments can use a news book to write down what has happened during the day, how the person has been throughout the day, and anything that they may need to remember to do or bring. There are a variety of ideas for different formats such as a 'fill in the blanks' format or a 'News' bookmark.	Scope Website - Communication Aids http://www.scopevic.org.au/index.php/site/resources/aac/glossary	N/A
Nondedicated AAC systems	Devices not specifically designed for communication that can be adapted to function as AAC devices (e.g., a computer).	Glennen & DeCoste, 1997	776
Nonverbal communication	Communication that does not involve the use of words in any form (spoken, written, or signed). Examples include communicative information exchanged through body movements, facial expressions, and eye contact (kinesics); vocal sounds accompanying verbal messages (paralinguistics); positioning in relation to other persons (proxemics); and the time it takes to express an idea (chronemics).	ASHA 1986 Blackstone	

Novel utterances	Unique messages that an individual produces to say exactly what is intended at a given moment. They are the opposite of 'preprogrammed' messages that must be composed and programmed ahead of time. True independence in AAC necessitates the ability to create and deliver novel utterances.	UW Augcomm (University of Washington) http://depts.washington.edu/augcomm/00_general/glossary.htm (2010)	7
Numeric encoding	A number code is used to represent an entire message or it could also represent an individual word. The relation of the code and the message is arbitrary.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	
Object symbols	Object symbols (tangible symbols) may be suitable for people who can understand that whole or parts of real objects can be used to represent an activity. They can represent things, activities or events and can be used to help the person understand what is going to happen or to make a simple choice. Using a real or partial object is the simplest and most concrete way of representing events and activities and therefore a good starting point for people with learning disabilities. The objects selected look, feel or have something to do with the item or activity they represent.	Scope Website - Communication Aids http://www.scopevic.org.au/index.php/site/resources/aac/glossary	N/A
Orthography	Symbolic representation of the sounds of the language by letters or characters; the area of language study dealing with letters and their sequences in words.	ASHA 1986 Blackstone	
Participation model	This model provides a framework for assessment and intervention aimed at functional outcomes than enhance a person's ability to participate in the community. The outcomes include developing communication strategies focussing on the individual's present and future communication needs.	SPA	3

Partner assisted scanning (PAS)	A method of communication involving no technology, in which the partner identifies (by naming or pointing) the items in the selection set and waits for the user to signal (via a sound or a movement) the item he/she wishes to communicate. This can be done with one-by-one with items in a linear array (e.g., A,B,C,D....) or via a group-item strategy (e.g., A - G, H - L, etc.) gradually narrowing down the selection. It can also be done with words and phrases rather than letters of the alphabet.	UW Augcomm (University of Washington) http://depts.washington.edu/augcomm/00_general/glossary.htm (2010)	8
Partner-dependent strategies	Techniques in which a communication partners (listener) is very active in the communication process. When a partner offers yes/no choices or multiple choices verbally or through writing, or verbally presents the letters of the alphabet, the person who relies on AAC is dependent on his or her communication partner.	Beukelman, Garrett, and Yorkston, 2007	399
Partner-independent strategies	Techniques in which a partner acts primarily as a listener to the messages generated by a person who relies on AAC.	Beukelman, Garrett, and Yorkston, 2007	399
Photo-picture choice board	This communication aid provides a set of picture or photo choices that relate to one situation. For instance, going to the gym. The board needs to be personalised according to the number of choices the person can manage, the person's visual ability, and the pointing skills that the person has. It also needs to be portable, durable, attractive, and have instructions for use on the back.	Scope Website - Communication Aids http://www.scopevic.org.au/index.php/site/resources/aac/glossary	N/A
Pictographs	A two-dimensional representation of a concept or an object. It may be black and white or coloured. Commercially available sets include: COMPIC, PCS, Widgit.	http://www.scopevic.org.au/index.php/site/resources/aac/glossary	

Picture communication symbols (PCS)	Pictorial representations developed by the Mayer-Johnson Company.	Glennen & DeCoste, 1997	777
Picture exchange communication system (PECS)	A system that requires a person to hand over a card displaying a picture/photo of an item or activity in order to receive the item or participate in the activity.*	http://www.scopevic.org.au/index.php/site/resources/aac/glossary	
Picture schedule system	A vertical display of each day's activities, with each activity represented by a separate card fastened to the schedule by a paper clip.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	
Positioning	Positioning is a process that involves arranging a person's posture to best facilitate motor functioning which has a direct impact on the accuracy, speed, ease of the person's movements.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	
Pre - programmed utterances	Messages that are composed and stored ahead of time so they can be delivered in a timely manner. Some are urgent messages (e.g., 'I need help!') and others are social messages (e.g., 'You are exactly right!'). They are the opposite of novel utterances created by the user at the time of communication. An individual cannot obtain true independence in AAC with only access to pre-programmed utterances.	UW Augcomm (University of Washington) http://depts.washington.edu/augcomm/00_general/glossary.htm (2010)	8
Prompt	Any feature added to the learning task that assists the student in task performance. A prompt can be verbal, gestured, visual, or physical.	Lifeline QLD 2010	
QWERTY	Standard keyboard arrangement.	Glennen & DeCoste, 1997	778
Rate enhancement	Strategies that enhance or increase the rate of communication output of the user and therefore enhances the communication efficiency.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	

Remnant book	A topic setting approach that provides a way for a beginning symbol user with limited verbal output to tell people about past events, such as those that occurred during the day at school or at home, etc.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	
Retrieval strategies	In aids with a large vocabulary, there has to be a way to select vocabulary that is not immediately visible to the user. There are three common strategies: levels, dynamic displays, and encoding.	UW Augcomm (University of Washington) http://depts.washington.edu/augcomm/00_general/glossary.htm (2010)	9
Row column scanning	This scanning method is commonly used with AAC systems. These scanning procedures quickly move the cursor by first highlighting an entire row of symbols, then single symbols in the selected row.	Glennen & DeCoste, 1997	778
Salient letter encoding	An encoding technique that employs the use of the initial letter of the key words to formulate the code. Also referred to as logical letter coding (LOLEC).	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	
Scaffolding	Involves the caregiver adjusting the environment in order to permit participation in a communication event of which the child would not otherwise be capable. Activity structure which helps to maximize participation in conversational and writing activities.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	

Scanning	In scanning, symbol choices are presented to the user one at a time. The user chooses the symbol, or group of symbols, wanted by signaling at the appropriate time. Scanning can be done with or without electronic equipment. In one of the simplest forms, the user has a chart of pictures representing various personal needs and interests. The communication partner points to each picture one at a time and asks a yes/no question (e.g., 'Is this what you want?'). The user answers the question with a head nod or eye blink, and the process is repeated until the correct choice is found. By using an electronic device, an individual can produce messages independently. A special switch is used to stop a moving light when it comes to the desired symbol. Many different kinds of switches are available that can be used by people who have very limited motor control. Basic scanning is slow, and is useful only when no more than 15 choices are available. When more choices are needed, other types of scanning have to be used. Choices may be arranged in rows and columns. The user locates the desired symbol, and allows the light to move from column to column until it reaches the right one and then from row to row until the desired symbol is lit. For even more choices, the user may have a number of different charts with different rows and columns. Through self-selection or answering yes-no questions, the user chooses the chart with the desired symbol on it, and the communication then proceeds just as it did for row and column scanning.	American Speech-Language-Hearing Association	3
Selection techniques/access techniques	The means of accessing a communication aid.	Speech Pathology Australia (2004) Position Paper AAC	4

Semantic compaction	This method uses sequences of multi-meaning icons to represent vocabulary items.	American Speech-Language-Hearing Association (AAC Primer 2010) http://www.asha.org/public/speech/disorders/accPrimer.htm	2
Sign language	A language that uses manual gestures as the communication modality.	Glennen & DeCoste, 1997	778
Single meaning pictures	Each word in the vocabulary is represented by a different picture. Thousands of pictures are needed for a modest vocabulary size. Meanings must be taught since most words are not naturally represented by pictures.	American Speech-Language-Hearing Association (AAC Primer 2010) http://www.asha.org/public/speech/disorders/accPrimer.htm	2
Single message devices	An electronic device that has one recorded message.	http://www.scopevic.org.au/index.php/site/resources/aac/glossary	
Social competence	The knowledge, judgment, and skill in the social rules of communication, including both the sociolinguistic aspects (pragmatics) and the sociorelational aspects.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	
Social participation (levels)	Competitive: Student actively contributes to group dynamics and social activities with peers. Active: Student may decide which groups or activities to attend but do not influence group or interactions. Involved: Same as active but, participation in outside of class activities is reduced. Instead, more emphasis is placed on family-centered activities.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	

Spatial information	Concrete, permanent, and predictable units of meaning, presented holistically, and resulting in a more stable time relationship for processing (i.e., line drawings, pictures, etc.).	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	
Specific need communicator	A person with aphasia who can communicate effectively for most social purposes but who needs an AAC to meet unique or highly specific communication needs because or particular requirements for specificity, clarity, or efficiency.	Beukelman, Garrett, and Yorkston, 2007	401
Specific-need communicator	Individuals who may need support in situations that require more than the usual amount of specificity, clarity, or efficiency in communicating. For example, talking on the phone, placing bets at the racetrack, and writing memos.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	
Speech generating device (SGD)	AAC technology that produces speech output using digitized or synthesized speech strategies	Beukelman, Garrett, and Yorkston, 2007	401
Speech recognition	Computer software that transcribes speech to text and/or follows voice commands.	Beukelman, Garrett, and Yorkston, 2007	401
Static symbols	Symbols that do not require any change or movement to express meaning (e.g., graphic symbols and objects that are permanent and enduring).	ASHA 1986 Blackstone	
Strategic competence	The use of strategies that allow people with communicative difficulties to effectively utilize different strategies for various communicative situations.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	
Supplemented speech	Supplemented speech is a strategy used with dysarthric speakers to improve their intelligibility. An alphabet board or other AAC device is used to allow the speaker to indicate the first letter of each word as he says it. Those that receive the message are then able to narrow down the range of possibilities and intelligibility is increased while still allowing for natural speech.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	

Switch	An electromechnical device that, when activated, sends an electronic signal to trigger a response from the attached device.	Beukelman, Garrett, and Yorkston, 2007	402
Switch control	There are six components to assess for switch control- Wait- the ability to wait until the appropriate time, Activation- the closing of the switch, Holding, maintaining contact with the switch to hold it closed or activated, Release- Lifting the contact with the switch as to open it and stop activation, Reactivation- Closing the switch again or activating which would require going through the previous steps.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	
Switch mounting systems	Custom-made or commercial adaptations designed to hold single switches in place.	Glennen & DeCoste, 1997	778
Switch toys	Battery- or radio-controlled toys that have been adapted for use with a single switch.	Glennen & DeCoste, 1997	778
Symbol	Something used or regarded as standing for or representing something else. A symbol can represent an idea or concept using visual, auditory, or tactile modalities (e.g., gestures, pictures, printed word, spoken words, real objects).	Speech Pathology Australia (2004) Position Paper AAC	4
Synthesized speech	A system that generates speech for each utterance, using a rule-based algorithm. The utterance can be formulated through letter-by-letter spelling, word retrieval, or phrase retrieval. Once the message is formulated, a text-to-speech algorithm generates a spoken message.	Beukelman, Garrett, and Yorkston, 2007	402
Tactile finger spelling	The use of touch while finger spelling; it is often used with individuals who have visual impairments in addition to hearing impairments.	UW Augcomm (University of Washington) http://depts.washington.edu/augcomm/00_general/glossary.htm (2010)	10
Tactile symbols	Symbols with discernible differences in tactile qualities, used with individuals with visual impairments or dual sensory impairments.	Glennen & DeCoste, 1997	779

Talking mats	Talking mats are suitable for people who understand photos, pictures or line drawings. It is a strategy that allows people to express their opinion on certain topics or events that happen in their life. The person is offered a selection of activities or emotions relevant to the topic that they want to discuss. They then need to place the symbol somewhere along a continuum to reflect their feelings or experience of the specific issue, i.e., don't like, so-so, like.	Scope Website - Communication Aids http://www.scopevic.org.au/index.php/site/resources/aac/glossary	N/A
Text output communication aid	An electronic AAC device that displays a printed or typed message.	http://www.scopevic.org.au/index.php/site/resources/aac/glossary	
Text-to-speech	A method of producing synthesized speech. Messages are entered into the VOCA using orthographic symbols and 'translated' electronically into speech output.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	
Topic board	An individualized book or board with topics of conversation listed for reference.	Beukelman, Garrett, and Yorkston, 2007	402
Total communication	The use of all possible communication modalities.	Glennen & DeCoste1997	779
Transitional communicator	A person with aphasia who is increasing his or her efforts to convey messages by using external symbols and communication strategies; in transition from being a partner-dependent communicator to an independent communicator.	Beukelman, Garrett, and Yorkston, 2007	402
Translucency	Signs or symbols that become readily guessable once the relationships between the signs or symbols or their referents are shown or instructed.	Glennen & DeCoste, 1997	779

Transparency	Those symbols and signs that are highly suggestive and therefore readily guessable by the untrained observer with no additional cues required.	Glennen & DeCoste, 1997	779
Unaided AAC	All techniques that do not require any physical aids (e.g., gesture, sign, facial expression).	Speech Pathology Australia (2004) Position Paper AAC	3
User interface	Any device that is used by an individual to access a communication aid (e.g., switches, touch panels, joysticks, lightbeams and sensors, or other physical means). To 'interface' an individual means to find the anatomical site and control mechanism or technique that the individual can use most effectively to operate an aid or device.	ASHA 1986 Blackstone	
VOCA	Voice output communication aid - Electronic devices which provide individuals who cannot meet their daily communication needs with the capabilities of having voice output.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	
Vocabulary	The set of words/ pictures/ line drawings/ photographs used in a person's everyday communication	http://www.scopevic.org.au/index.php/site/resources/aac/glossary	?
Vocabulary selection	The process of choosing a list of appropriate words or phrases or events (stories) from a pool of communication possibilities.	http://textbooks.brookespublishing.com/beukelmanmirenda/glossary.htm	
Vocalizations	Sounds made with the voice that are not speech sounds. The can be involuntary (yawning, laughing, sneezing) or voluntary (cry, moan, yell). (Beukelman & Mirenda, 1998)	UW Augcomm (University of Washington) http://depts.washington.edu/augcomm/00_general/glossary.htm (2010)	

Voice (or speech) output	Many communication devices convey information to the partner with audible sound. There are two types of voice/speech output: digitized and text-to-speech (or synthesized).	UW Augcomm (University of Washington) http://depts.washington.edu/augcomm/00_general/glossary.htm (2010)	11
Voice banking	The prestoring of messages in a digitized voice speech-generating device using a person's own voice. *See also* message banking.	Beukelman, Garrett, and Yorkston, 2007	403
Wheelchair mounting systems	Custom-made or commercial adaptations designed to support the AAC device at the correct height and viewing angle.	Glennen & DeCoste, 1997	779
Word prediction	Memory-resident utility software that provides keyboard assistance. As the user inputs each keystroke, the software presents a list of possible words or phrases that it thinks the user is typing. The user then selects the appropriate word from the prediction list. Statistical weighting and grammatical knowledge is often incorporated into the software to improve prediction tasks.	Glennen & DeCoste, 1997	780