

## **DO'S AND DON'TS FOR EDUCATIONAL OUTREACH WITH OLDER ADULTS**

### **Chapter Two**

#### *DO'S*

- **Directly face your client or audience at all times.**
- **Speak clearly, in the lower ranges, and at a normal pace.**
- **Locate sessions in venues that are acceptable and accessible.**
- **Limit groups to 15-20 persons to encourage questions and dialogue.**
- **Repeat questions and comments from the group.**
- **Allow a few moments for eyes to adjust when turning lights off/on for a visual presentation.**
- **Define terms, acronyms and language in a manner that relates to current knowledge base.**

#### *DON'Ts*

- **Treat older adults like children, using patronizing language or speaking unusually slow.**
- **Pace about or wave hands in front of your face.**
- **Assume all older persons have a hearing impairment and raise your voice.**
- **Allow side conversations or other background noises.**
- **Assume everyone in the audience completely understands your presentation just because no questions were asked.**
- **Schedule presentations for early morning or late afternoon/evenings unless it has been requested.**