Communicate to the main idea – Keep phrases and sentences as simple as possible. Don’t use broken English.

- Think of at least one other way to rephrase what you want to say.

Avoid asking “yes/no” questions or asking “Do you understand?” Remember to ask “wh-“ questions or open-ended questions to check comprehension:
i.e. Instead of asking, “Did you talk to your supervisor?” ask, “Who did you talk to?”

In place of, “Do you work tomorrow?” you could say, “When are you free / off this week?”

The point is to ask a question in a way to elicit a specific response and not just a “yes/no” answer.

When they are speaking to you:

- Invite them to speak slowly.
- Give them time to communicate.

Ask yourself:

- Am I doing all I can to be understood? SHOW then what you want.
- Am I trying to learn about my employees both personally and culturally?

Please don’t:

- Assume that a lack of English proficiency indicates that lack of intelligence.
- Assume that inability to express thoughts clearly means LEP workers can’t understand you.

ENGLISH IS A FUNNY LANGUAGE

1) The bandage was wound around the wound.
2) The farm was used to produce produce.
3) Since there is no time like the present, he thought it was time to present the present.
4) I did not object to the object.
5) They were too close to the door to close it.

Let’s face it - English is a crazy language. There is no egg in eggplant, nor ham in hamburger; neither apple nor pine in pineapple. English muffins weren’t invented in England or French fries in France.

If teachers taught, why didn’t preachers pracht? If a vegetarian eats vegetables, what does a humanitarian eat?

…and so it goes.