

Communication Adaptations that Help

TL;DR · QUICK SUMMARY

- How information is delivered matters as much as what's said. Small changes — written follow-ups, agendas in advance, direct language — can make communication genuinely accessible without changing your actual message.

A Note Before You Read On

This resource offers general guidance and reflects common experience, not professional, legal, medical or financial advice. It is not a substitute for employment law, HR policy, occupational health guidance, or individual professional assessment. Every person's experience of neurodivergence is different, so please adapt anything here to your own situation. The Uniquely Wired Network does not accept liability for decisions, actions or outcomes arising from the use of this material. If you need advice specific to your circumstances, please consult a qualified professional (e.g. HR, legal, medical, or financial advisor).

Why This Matters

Verbal-only communication assumes everyone processes and retains spoken information equally well — many people don't.

Adapting how you communicate isn't extra effort for one person; it's often just better communication practice generally.

Getting this right reduces mistakes, rework, and misunderstandings across the whole team.

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What This Might Look Like

- Someone asking "could you send that over in an email too?" after a verbal briefing.
- A team member who seems to miss verbal instructions given informally, in passing.

- Someone taking longer to respond in meetings, then following up later with a considered point.
- A colleague who prefers bullet-pointed instructions over long paragraphs of context.

What You Can Do

1. Put key information in writing as standard.

- Follow up verbal instructions or meeting decisions with a short written summary.
- Send meeting agendas in advance rather than only introducing topics live.

2. Be direct and specific rather than implying.

- Say clearly what you need, by when, and in what format — avoid hinting or assuming inference.
- Avoid idiom-heavy or ambiguous phrasing in instructions.

3. Allow processing time.

- Don't require instant answers in meetings — offer the option to follow up afterwards.
- Give advance notice of topics that will need a decision, rather than springing them live.

Helpful Phrases You Can Borrow

Adapting a briefing on the spot:

"Let me also send you a quick written summary of that so you've got it to refer back to."

Allowing processing time in a meeting:

"No need to answer that right now — take a bit of time and come back to me later today."

Quick Tips

- Written follow-ups to verbal instructions help almost everyone, not just ND staff.
- Be direct and specific — avoid implying or hinting at what you need.
- Send agendas and key topics in advance wherever possible.
- Allow processing time rather than expecting instant responses.
- Avoid idiom-heavy language in instructions or feedback.
- Small format changes often prevent bigger misunderstandings later.

Want to Know More?

- See our companion guide: “Examples by Role Type” for role-specific communication needs.
- See “Inclusive Meeting Practices” for applying this across team meetings.
- See “Consent-Based Language” (Financial Planners section) if these adaptations extend to client communication.

Before You Go

Clear, written, direct communication tends to help the whole team work faster and more accurately.

This isn't about doing more — it's about doing it in a way that actually lands.