

# Making a Hospital Communication Book

The Hospital Communication Book was developed by The Clear Communication People Ltd as part of a Surrey Learning Disability Partnership Board Acute Hospital Project. We have now updated the book and made version 2 available. The book is shared as a pdf file for people to print out and use. You are welcome to print off the book and use it with people who could benefit from it. **We ask that you do not edit the pages in any way, or reproduce it for sale.**

## Putting Together Your Hospital Book

We recommend that the pages of the book are laminated. This simply stops them tearing, getting too dirty, and makes them last longer.

When laminating make sure the laminate sheet fully encapsulates the edges.



The book can then be hole punched and put in an A4 folder, though our versions are bound together using 19mm binding rings.

This makes the finished product durable, attractive and easy to use.



These rings are not easy to find in local shops but you can order them online, in boxes of 100, from [www.mr-office.com](http://www.mr-office.com). Type '19mm binding rings' in the search box on their website.

To use binding rings you need to punch holes in the pages



Make a mark on your hole punch about 5cm to the left of right hand hole punch spike.

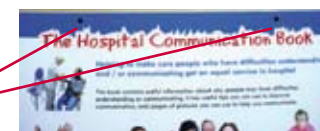


Line up the left hand edge of the laminated page with the line and punch a hole.

Turn the page over so the writing is on the bottom and the right side is now on the left. Line up as before

and punch the second hole.

Your page should now have a hole in each corner like this.



Once you've done the 24 pages you can bind the book together with the binding rings.



A finished Hospital Book

**We can professionally print, laminate and bind your Hospital Communication Books for you.**

This work is done by 2 local Social Firms. It costs £15 for each book to be printed and made, or £12.50 each for orders of 50 or more.

**Email [mike@communicationpeople.co.uk](mailto:mike@communicationpeople.co.uk) for more information.**