



How to Create a Talk Box

A parent's guide to creating language-rich environments

Congratulations!

You have just received a CD-Rom that contains all the print resources you will need to create your very own Talk Box!

The purpose of the Talk Box is to give parents suggestions to help create language-rich environments at home, in the park, at the mall, or anywhere. It is meant to be a resource for any parent. It is not meant to be a substitute for a speech-language pathologist.

If you don't have the CD-Rom with all of the Talk Box resources, you can find them at www.parentlinkalberta.ca.

The resources contained on this CD-Rom are meant to be shared with families. Feel free to print and distribute as broadly as you need. All of the PDF files are in colour, but they can also be printed in black and white.

There are two Talk Boxes – The **Preschool Talk Box** and the **School Talk Box**. To the right is a list of what you will need to make each Talk Box.

A convenient way of keeping the pieces of the Talk Box is to store them in a plastic file tote. Inside, you can store multiple copies of each of the Talk Box resources. These file totes can be purchased at any office supply store. Make sure you purchase a tote that can hold letter-size hanging files. There are labels on the CD-Rom that you can print and attach to each plastic tote.

Preschool Materials:

- Plastic file tote
- 24 letter-sized hanging files
- 24 plastic tab labels
- Wall file holder

School Materials:

- Plastic file tote
- 13 letter-sized hanging files
- 13 plastic tab labels
- Wall file holder



An easy way to organize the resources is to use hanging files with plastic tab labels. You will need 24 letter-size hanging files for the Preschool box and 13 for the School box. Putting plastic tab labels on the hanging files will help you find each resource quickly.

Preschool Talk Box

Here are the titles for the labels and the order for putting them into the tote:

1. How to Use the Talk Box
2. Speech Sounds Checklist
3. Talking and Listening Checklist
4. Learning More Than One Language
5. Where to Get Help – Referral Cards
6. Newsletter - Under 12 Months
7. Newsletter - Your 1 Year Old
8. Newsletter - Your 2 Year Old
9. Newsletter - Your 3 Year Old
10. Newsletter - Your 4 Year Old
11. Newsletter - Your 5 Year Old
12. Monthly Activities – January
13. Monthly Activities –February
14. Monthly Activities –March
15. Monthly Activities –April
16. Monthly Activities –May
17. Monthly Activities –June, July, August
18. Monthly Activities –September
19. Monthly Activities –October
20. Monthly Activities –November
21. Monthly Activities –December
22. Activities – Toy Cards
23. Resource List
24. CD-Rom – PDFs

Activity Page Holder

To display the Activity pages for parents, we suggest purchasing a wall file holder and mounting it to the wall. On the CD-Rom there are labels that can be printed and fixed to the wall file holder. One label is for the monthly activity pages in the Preschool Talk Box. The other label is for the school-age *Good Times with Games* resource.

Preschool and School Resource Lists

You may want to purchase copies of the resources on the resource list. There should be enough room in the plastic tote to store these items.

School Talk Box

Here are the titles for the labels and the order for putting them into the tote:

1. How to Use the Talk Box
2. Speech Sounds Checklist
3. Learning More Than One Language
4. Where to Get Help – Referral Card
5. Newsletter – Your 5 Year Old
6. Newsletter – Your 6 Year Old
7. Newsletter – Your 7 Year Old
8. Newsletter – Your 8 Year Old
9. Newsletter – Your 9 Year Old
10. Newsletter – Your 10 – 12 Year Old
11. Activities – Good Times with Games
12. Resource List
13. CD-Rom – PDFs

Poster

There is a poster that you can hang on a wall that tells parents to ask about the Talk Box.

Printing

Talk Box resources are set up to print as single sheets. If your printer has the ability to double-side, go ahead and do so. If your printer does not have the capacity to print double-sided, print the resources as single-sided, photocopy, and staple them together.

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Go to www.parentlinkalberta.ca for more Talk Box ideas.