

How to... cards

We have created some “How to...” cards. These could be cut out and placed in a bag/purse/wallet, ready to use.

Even if you know how to do these things, sometimes, in times of high anxiety, you may just need a little reminder....

How to...order a drink or food in a café (counter-service)

1. Find a menu or look at a board and choose what you want to eat/drink.
2. Join a queue and wait for your turn.
3. Tell the server what you want. They may ask questions such as “white or brown bread?”
4. Pay for your food/drink. You will generally be able to pay by cash or card. If you have paid by cash, don’t forget your change if you are due any.
5. Ask for a receipt if you want one.
6. Wait for your food/drink to be given to you.
7. Sit down and eat your food/drink.

How to ...order a drink or food in a café/restaurant (seated)

1. Wait for someone to show you to a seat or find an empty table and sit down.
2. Look at the menu and choose what you want to eat/drink.
3. Tell the server what you want. They may ask questions such as “white or brown bread?”
4. Wait at your table.
5. Your server will bring your food/drink to you.
6. Eat your food/drink.
7. When you are ready to leave, you can ask for the bill. The server will bring this to you. You can then pay, usually by cash or card. Sometimes you may go up to the till to pay.

How to...get a bus

1. Plan your journey – use the internet or a bus timetable to work out where you need to go. You will also need to work out where your journey will start from.
2. Once you know what time your bus leaves, make sure you leave your house with enough time to get to the bus stop.
3. Wait at the bus stop. When you see a bus, put your arm out so it knows you are wanting to get on.
4. Get on the bus. If you have already bought a ticket then show it to the driver, otherwise ask the driver for a ticket and pay.
5. If there is a seat, then go and sit down.
6. When you want to get off, press the bell just before your stop. When the bus stops then you can get off.

How to...do a food shop

1. Plan what you are going to eat for the week and write a list for what food you will need to buy. Also think about other things that you need, such as toilet roll, and write them on your list too.
2. Go to a supermarket: don’t forget to take your list.
3. Get a basket/trolley – you may need a pound coin to use a trolley.
4. Go around the shop and fill your basket/trolley with things that are on your list.
5. If they don’t have something on your list you could find an alternative or ask someone who works at the shop to help you.
6. Go to the checkout, place your food on the counter and pack into a bag once it has been through the checkout.
7. Pay for your shopping.

Don’t forget: you’ve got to get home so make sure you can carry it all.

SCIL (Social, Communication, Interaction and Learning) Team

What to do when... cards

We have created some “What to do when...” cards. These could be placed in a bag/purse/wallet, ready to use, ‘just in case.’

What to do when... My bus doesn't turn up

1. Find a timetable to find the time of the next bus. This could be on a board or on your phone.
2. If it is soon, wait where you are.
3. If it is quite a while, then you could go and get a drink somewhere or have a short walk.
4. If you are meeting someone or need to be somewhere, text, email or ring them to let them know that you are going to be late.
5. Return to the bus-stop just before the next bus is due and wait for the bus.

What to do when... I am feeling worried

1. Make sure that I am somewhere safe
2. Take five deep breaths.
3. Tell myself that I am ok.
4. Use my strategies (such as using a fiddle item, tapping my fingers etc)
5. Contact someone I trust.

What to do when... I am meeting a friend and they don't turn up

1. Wait for fifteen minutes. Perhaps they have been held up somewhere.
2. Try and contact them via phone, message, email to ask if they are coming to meet you.
3. If they are still coming but are late, then you could stay where you are or agree a new place to meet.

Try not to be angry or annoyed – there may be a good reason why they are late (bus didn't turn up, lecture ran over etc).

4. If they are not able to come anymore then you can leave.

Try not to be angry – there may be a good reason why they are not able to meet anymore (for example, they may be ill).

Why don't you create some of your own for situations that you might need a few reminders in.