



Communication and Learning Enterprises Limited
Suite 105 Ulverston Business Centre,
25, New Market Street,
Ulverston,
Cumbria.
LA12 7LQ

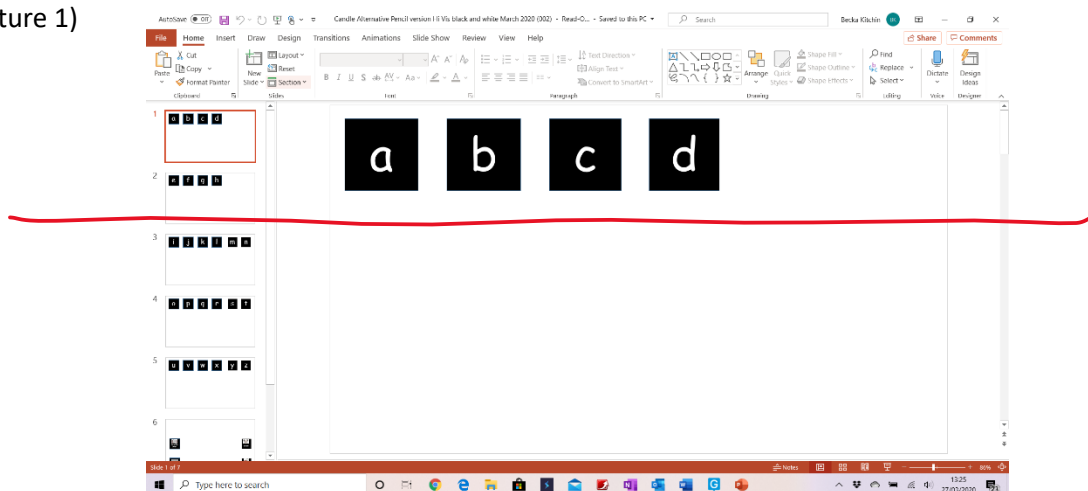
Phone: 01229 585173
Email: office@candleaac.com
Web: www.candleaac.org

How to make our Alternative Pencil

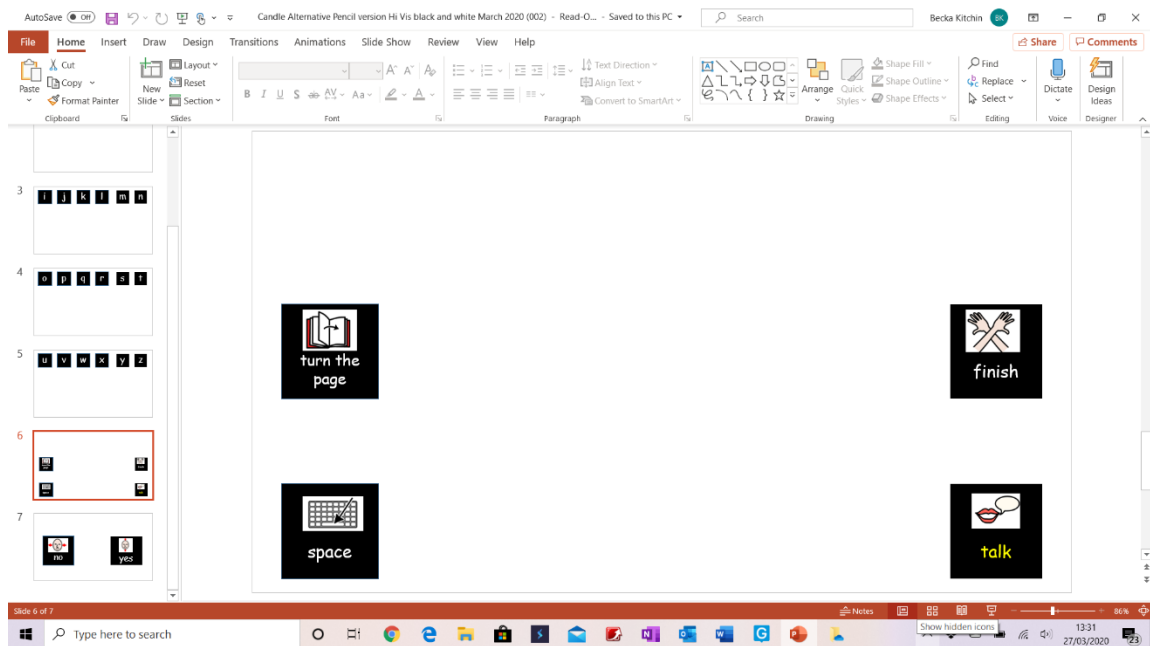


1. Print out all the pages and laminate – I have sent you 3 variations of the Alternative pencil.
2. Once all the pages are laminated the pages with the letters on need to be cut to size. **Please don't separate the letters they need to stay together on each page.** Approximately where the red line is below on each page (picture 1). You need to cut the pages so that they don't hide the boxes on the command page (picture 2).

(Picture 1)



(Picture 2)



3. Once you have cut the 5 lettered pieces these will now sit in order one behind the other, on top of the command page (picture 2). They each start with a vowel and go in that order.
4. The blank piece you laminated goes at the very back. Behind the command page.
5. Cut out the 'yes and no' commands making sure you leave enough of the white at the top to holepunch and put on a lanyard. One these are cut out, hole punched and on a lanyard each these are complete.



6. I then use a comb binding machine and a binding comb to put all the pages together, We have found this to be the best way. But it can also be done by hole punching and using binding rings.

7. Once all the pages are together, we use the folder below to present the Alternative pencil. With the blank piece at the back slide it into the pocket of the folder. You can then write in whiteboard pen on the command page and run it off making it reusable.



The link is for the folders we buy.

https://www.amazon.co.uk/gp/product/B00AFSPEOO/ref=ppx_yo_dt_b_search_asin_title?ie=UTF8&psc=1