**Arranging Vocabulary When Using the Fitzgerald Key**

1. Fitzgerald Key - consists of arranging the book or board in syntactical (sentence structure) order. Subject (who), Verb, Adjective, Object, Where.

2. Color coded entries. Note: if the individual has difficulty discriminating colors, you may need to put widely contracting colors next to each other, like red and yellow instead of red next to pink.

3. Leave blank spaces so that you can add more vocabulary. If you fill up the book or an individual vocabulary category, you are more reluctant to add a needed word when it means adding a whole extra section.

4. Using a ‘it’s not in this book’ symbol when the individual needs to request a new word to communicate about a new topic.

   ![It's not in this book symbol](image)

5. Include a ‘?’ so that the user will be able to tell you that he/she is asking a question.

6. Arrange the display so that frequently used words are easy to access.

7. Add a social section in addition to the basic categories of the Fitzgerald Key. (You might put it on the outside cover of a book if the user is ambulatory so that the user does not have to open the book to exchange social greetings.)

   Note: Start with “where the individual is now” and add to the book later. Do not start the individual on a book that is loaded with more vocabulary than he/she is ready for or the individual may become overwhelmed and not efficiently use the book. Remember that this is a FLEXIBLE, CONSTANTLY CHANGING system. Expect to have to revise and add to this book.

8. Arrange the vocabulary according to the individual’s scanning abilities. This is especially true of an individual who only scans vertically or horizontally and can only scan a few items on a page.
## Adaptation of Fitzgerald Key

<table>
<thead>
<tr>
<th>Who</th>
<th>Verb</th>
<th>Descriptors</th>
<th>What</th>
<th>Where</th>
<th>When</th>
</tr>
</thead>
</table>