



Opening an Envelope

Dyspraxia DCD Ireland ADL Clinic Resource

See intro document for support in teaching and learning steps as well as further safety precautions and info.

It is encouraged to practice the skill yourself beforehand and to try teaching the skill to someone else to troubleshoot any issues that your child may encounter along the way.

Sequence of Steps:

Steps of task for user:

1. Gather the equipment needed:
 - ✓ Envelopes (at least 3)
 - ✓ Blunt instrument (lollypop sticks, plastic knife or ruler), preferably with a smooth edge
 - ✓ Desk/table/counter
 - ✓ Non-slip surface or plate
2. Seal the envelopes or use a pre-sealed envelope.

3. Peel the corner edge of the envelope (that is not glued) back just enough to place the blunt item in.
4. Hold the envelope with your non-dominant hand.
5. Ensure fingers are not in line with the edge.
6. Pick up the blunt instrument with your dominant hand and slide it into the gap created by the open edge.
7. Place the edge of the item against the inside of the envelope.
8. Slowly move the instrument horizontally across the closed part of the envelope in slow, small movements.
9. Continue across until its side is entirely open.
10. Stop if you notice any items in the envelope getting damaged.

Practical Tips

- Consider which instrument works best for you. Considerations may include:
 - Safety
 - Sharpness of edge
 - Finger placement on instrument
 - Type of envelope
- Ensure appropriate set-up – place the envelope directly in front of the child, place the envelope on the non-dominant side of the board.
- Practice in a less pressurised situation, such as outside of mealtime.

Disclaimer:

It is the responsibility of the caregiver to ensure that the child is supervised by an adult/caregiver while completing all exercises or recommendations during activities outside of the OT calls and that if there is any doubt in relation to the strategy or you or your child's ability to perform this safely, it should not be completed.

It is the responsibility of the caregiver (or the individual if over 18) to ensure that the location of any activities or interventions being undertaken is deemed safe.

If you or your child experiences any discomfort or strain the activity should be stopped immediately.

We are proud to be supported by the

**RTÉ
TOY
SHOW
APPEAL**

Community
Foundation
Ireland

Charity No: CHY 13967

