

**TEACHER BACKGROUND INFORMATION
BOYS TOWN SCHOOL SOCIAL SKILLS - PAGE 1**

How to Accept a Compliment...

1. Look at the person.
2. Smile.
3. Use a pleasant voice tone.
4. Do not put down the compliment.
5. Thank the person.

How to Accept Criticism...

1. Look at the person.
2. Say OK.
3. No arguing.

How to Accept No for an Answer...

1. Look at the person.
2. Say OK.
3. No arguing, whining, or pouting.
4. If you don't understand why, ask calmly for a reason.
5. If you disagree or have a complaint, bring it up later.

How to Apologize...

1. Look at the person.
2. Use a pleasant voice tone.
3. Make a specific statement of remorse.
4. State a plan for future appropriate behavior.
5. Ask the person to accept the apology.

How to Disagree Appropriately...

1. Look at the person.
2. Use a pleasant voice tone.
3. Make an empathy/concern statement.
4. State disagreement specifically.
5. Give a rationale.
6. Say Thank You.

How to Engage in a Conversation...

1. Look at the person.
2. Use a pleasant voice tone.
3. Ask the person questions.
4. Don't interrupt.
5. Follow-up answers with a comment without changing the subject.

How to Follow Instructions...

1. Look at the person.
2. Say OK.
3. Do task immediately.
4. (Check back.)

How to Get the Teacher's Attention...

1. Look at the person.
2. Raise your hand.
3. Wait for acknowledgement.
4. After acknowledgement, ask question in a quiet voice tone.

How to Give a Compliment...

1. Look at the person.
2. Smile.
3. Use a pleasant voice tone.
4. Make a positive praise statement.

How to Give Negative Feedback...

1. Look at the person.
2. Use a calm voice tone.
3. Make a positive statement or praise.
4. State the problem specifically.
5. Give a rationale why it is a problem.
6. Offer a solution.
7. Thank the person for listening.

**TEACHER BACKGROUND INFORMATION
BOYS TOWN SCHOOL SOCIAL SKILLS - PAGE 2**

How to Greet Someone...

1. Look at the person.
2. Smile.
3. Use a pleasant voice tone.
4. Make a verbal greeting.

How to Introduce Yourself...

1. Look at the person.
2. Smile.
3. Use a pleasant voice tone.
4. State your own name.
5. Shake the person's hand.
6. When departing say, "It was nice to meet you."

How to Make a Request...

1. Look at the person.
2. Use a pleasant voice tone.
3. State request specifically.
4. Say "Please".
5. Say "Thank You" after request is granted.

How to Negotiate...

1. Look at the person.
2. Use a pleasant voice tone.
3. Listen to other's points without interrupting.
4. State your position specifically and clearly.
5. Give rationales for your position.
6. Be willing to accept the other's points (compromise).
7. Thank him/her for their willingness to cooperate.

How to Report Peer Behavior...

1. Look at the person.
2. Use a calm voice tone.
3. Request to speak to the adult privately.
4. Give a specific description of peer's inappropriate behavior.
5. State a rationale for the report.
6. Suggest possible solution or consequences.
7. Thank the adult for listening.

**How to Resist Peer Pressure
(or Say "No")...**

1. Look at the person.
2. Use a calm voice tone.
3. Thank them for including you.
4. Explain that you do not want to participate.
5. Offer an alternative activity.
6. Continue to refuse to participate (if necessary).

How to Volunteer...

1. Look at the person.
2. Use a pleasant voice tone.
3. Ask the person if you could volunteer to help.
4. State specifically the task you are volunteering to do.
5. Give a rationale/benefit.

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