Contents

About This	s Book	V
About the	Author	V
Preface		XV
Part One: I	Learning Basic Social Skills	1
Chapter 1	Skills to Make a Good Impression	3
	Skill 1: Making a First Impression	6
	Instructor Pages	6
	Worksheet 1: What Is a Good Impression?	7
	Worksheet 2: Your Appearance	8
	Worksheet 3: Your Attitude	10
	Worksheet 4: Getting Prepared	11
	Worksheet 5: Asking Appropriate Questions	12
	Skill 2: Thinking About My Behavior	14
	Instructor Pages	14
	Worksheet 6: Picked out of a Crowd	16
	Worksheet 7: Ways to Blend In	18
	Worksheet 8: Unusual Behaviors	19
	Worksheet 9: Behaviors That You Can't Help	20
	Worksheet 10: Neutral Behavior	21
	Skill 3: Getting Rid of Annoying Tendencies	22
	Instructor Pages	22
	Worksheet 11: Invading Personal Space	23
	Worksheet 12: Interrupting	25
	Worksheet 13: Repeating Yourself	27
	Worksheet 14: Bodily Noises	28
	Worksheet 15. Reing Bossy	29

Skill 4: l	Having a Pleasant Voice and Breath	30
Instruct	or Pages	30
Worksho	eet 16: Voice Volume	32
Worksho	eet 17: Voice Tone	33
Worksho	eet 18: Using Appropriate Language	35
Worksho	eet 19: Just Answer the Question!	36
Worksho	eet 20: Bad Breath	38
Skill 5: l	Being a Good Listener	39
Instruct	or Pages	39
Worksho	eet 21: Identifying a Good Listener	41
Worksho	eet 22: How to Be a Good Listener	43
Worksho	eet 23: Important Listening Situations	45
Worksho	eet 24: What Problems Do You See?	46
Worksho	eet 25: Skit Revisited: Identifying the Listening Skills	48
Skill 6: S	Sharpening My Communication Skills	50
Instruct	or Pages	50
Worksho	eet 26: What Is Communication?	52
Worksho	eet 27: Communication Through Behavior	53
Worksho	eet 28: Communication Through Expressions	54
Worksho	eet 29: Messages	55
Worksho	eet 30: Practice Your Communication Skills	56
Skill 7: S	Sizing Up My Reputation	57
Instruct	or Pages	57
Worksho	eet 31: What Others Say About You	59
Worksho	eet 32: Developing a Reputation	60
Worksho	eet 33: Misjudging Others	62
Worksho	eet 34: What Kind of Reputation Do You Want?	64
Worksho	eet 35: Changing Your Reputation	65
Chapter 2 Skills fo	or Self-Improvement	67
Skill 8: l	Having a Good Sense of Humor	71
Instruct	or Pages	71
Worksho	eet 36: Benefits of a Sense of Humor	72
Worksho	eet 37: Creating Humor Appropriately	73
	eet 38: Easing Tension with Humor	74
	eet 39: Laughing WITH, not Laughing AT	75
	eet 40: Using Humor to Include Others	77

viii Contents

Skill 9: Expressing Myself Appropriately	78
Instructor Pages	78
Worksheet 41: Expressing Myself with Words	80
Worksheet 42: Waiting Before Responding	82
Worksheet 43: Avoiding Getting Upset	84
Worksheet 44: Public vs. Private Conversations	85
Worksheet 45: Communicating via E-Mail	86
Skill 10: Viewing Things Realistically	88
Instructor Pages	88
Worksheet 46: Making Realistic Changes	90
Worksheet 47: Improbable or Impossible?	91
Worksheet 48: Making Changes for the Better: Habits and Friends	93
Worksheet 49: Making Changes for the Better: Attitudes and Actions	95
Worksheet 50: It Could Happen	97
Skill 11: Standing Up for Myself	99
Instructor Pages	99
Worksheet 51: That's Not Right!	101
Worksheet 52: What Do I Believe?	103
Worksheet 53: Why Do I Think That Way?	104
Worksheet 54: Beliefs and Behavior	105
Worksheet 55: What's the Problem?	107
Skill 12: Making Good Decisions	108
Instructor Pages	108
Worksheet 56: Questions to Ask Yourself	110
Worksheet 57: A Decision-Making Chart	112
Worksheet 58: What Decision Need to Be Made?	113
Worksheet 59: When You Need More Information	115
Worksheet 60: Head vs. Heart Decisions	117
Skill 13: Controlling My Emotions	119
Instructor Pages	119
Worksheet 61: Why Should We Control Our Emotions?	120
Worksheet 62: First Reaction	122
Worksheet 63: What Triggers Your Emotions?	124
Worksheet 64: Controlling What You Show	126
Worksheet 65: Alternative Reactions	127

Contents

	Skill 14: Making Good Friends	128
	Instructor Pages	128
	Worksheet 66: Is This a Good Friend?	130
	Worksheet 67: Ways to Make Friends	131
	Worksheet 68: Are You a Good Friend?	132
	Worksheet 69: Friends Affect Us	133
	Worksheet 70: Why We Want Friends	135
	Skill 15: Using Common Sense	137
	Instructor Pages	137
	Worksheet 71: What's Common About Common Sense?	139
	Worksheet 72: Looking for Clues	140
	Worksheet 73: Thinking Harder	141
	Worksheet 74: Thinking Smarter	143
	Worksheet 75: Using Your Common Sense	145
	Skill 16: Having a Good Work Ethic	146
	Instructor Pages	146
	Worksheet 76: Understanding the Job	147
	Worksheet 77: Staying on Task	148
	Worksheet 78: Knowing When to Ask for Help	149
	Worksheet 79: Making a Quick Decision	151
	Worksheet 80: Job Completion	153
Chapter 3	Skills for Being Around Others	155
	Skill 17: "Reading" Other People	159
	Instructor Pages	159
	Worksheet 81: A New Kind of Reading	161
	Worksheet 82: Facial Expressions	162
	Worksheet 83: Tone of Voice	163
	Worksheet 84: Body Language	164
	Worksheet 85: Sincerity	165
	Skill 18: Knowing Expectations	166
	Instructor Pages	166
	Worksheet 86: Knowing What to Expect: People	168
	Worksheet 87: Knowing What to Expect: Situations	169
	Worksheet 88: Knowing What Is Expected: Tasks	170
	Worksheet 89: Knowing What to Expect: Past Experiences	171
	Worksheet 90: Knowing What Is Expected: Commonsense Clue	s 172

x Contents

Skill 19: Negotiating or Compromising	173
Instructor Pages	173
Worksheet 91: Negotiation as a Social Skill	175
Worksheet 92: Why You Can't Always Have Your Own Way	177
Worksheet 93: Situations to Negotiate	178
Worksheet 94: Things That Aren't Negotiable	179
Worksheet 95: Practice Negotiating	180
Skill 20: Understanding Another's Point of View	181
Instructor Pages	181
Worksheet 96: Introduction to a Different Viewpoint	183
Worksheet 97: Identifying Different Points of View	184
Worksheet 98: What's the Basis for This Point of View?	185
Worksheet 99: Changing Your Situation, Changing Your Opinion	186
Worksheet 100: What Are Your Opinions?	187
Skill 21: Being Flexible	188
Instructor Pages	188
Worksheet 101: Handling Changes	190
Worksheet 102: Changing Your Plans	191
Worksheet 103: Changing Your Mind	192
Worksheet 104: Being Open to New Things	195
Worksheet 105: Reflecting	197
Skill 22: Respecting Authority	198
Instructor Pages	198
Worksheet 106: Interacting with Your Supervisor	200
Worksheet 107: When Your Boss Is Wrong	202
Worksheet 108: Other Authority Figures	203
Worksheet 109: Other Types of Authority	205
Worksheet 110: What Would You Do?	207
Skill 23: Making Others Feel Comfortable	208
Instructor Pages	208
Worksheet 111: The Play	210
Worksheet 112: Embarrassing Moments for Others	211
Worksheet 113: Helping Others Through Stressful or Uncomfortable Situations	212
Worksheet 114: Ordinary Times to Be Outgoing	213
Worksheet 115: Things to Beware Of!	214

Contents xi

	Skill 24: Working with Others	215
	Instructor Pages	215
	Worksheet 116: Sharing a Job	217
	Worksheet 117: Working as a Team	219
	Worksheet 118: Cooperating with Authority	220
	Worksheet 119: Brainstorming	221
	Worksheet 120: Carrying Out Your Responsibilities	222
	Skill 25: Dealing with Strangers	223
	Instructor Pages	223
	Worksheet 121: Being Overly Friendly to Strangers	225
	Worksheet 122: Strangers Who Ask Too Much	226
	Worksheet 123: When You Want Something	227
	Worksheet 124: Rude Behavior of Others	228
	Worksheet 125: From Stranger to Friend	229
	Skill 26: Reacting Appropriately to Peer Pressure	230
	Instructor Pages	230
	Worksheet 126: Feeling the Pressure	232
	Worksheet 127: Everybody's Doing It	233
	Worksheet 128: Positive and Negative Peer Pressure	234
	Worksheet 129: When There's a Conflict	236
	Worksheet 130: Resisting Negative Pressure	237
	Skill 27: Revealing Yourself to Others	238
	Instructor Pages	238
	Worksheet 131: Mysterious or Just Plain Quiet?	240
	Worksheet 132: Why Tell About Yourself?	241
	Worksheet 133: Revealing Things to Be Polite	242
	Worksheet 134: Revealing Things to Make Conversation	243
	Worksheet 135: Take a Risk, Open Up	244
Part Two: Us	sing Social Skills	245
Chapter 4	Using Social Skills at Home	247
-	Instructor Pages	247
	Worksheet 136: Getting Along with Parents	251
	Worksheet 137: Getting Along with Siblings	252
	Worksheet 138: Balancing Responsibilities and Desires	253

xii Contents

Worksheet 139: Intrusions	on Privacy	255
Worksheet 140: Handling a	a Divorce or Family Split	256
Worksheet 141: Living with	Abusive or Dysfunctional Family Members	258
Worksheet 142: Spending (Quality Time with My Family	259
Worksheet 143: Learning A	about My Family	261
Worksheet 144: Becoming	Independent	262
Worksheet 145: Forgiving (Others	263
Worksheet 146: I'm Embar	rassed About My Family	265
Worksheet 147: Being Prov	d of My Family	267
Chapter 5 Using Social Skills at Scho	ool	269
Instructor Pages		269
Worksheet 148: Getting Ale	ong with Teachers or Authority Figures	273
Worksheet 149: Managing	a Social Life	275
Worksheet 150: Asking for	Help	277
Worksheet 151: Failing Clas	sses	278
Worksheet 152: Discipline	Problems	279
Worksheet 153: Intimidatio		280
Worksheet 154: Developing	g a Bad Attitude Toward School	281
Worksheet 155: Getting Inv	volved in Extracurricular Activities	283
Worksheet 156: Giving Ext	ra Effort Toward Excellence	284
Worksheet 157: School Goa	ls	285
Worksheet 158: Work-Stud	y Options	286
Worksheet 159: School Safe	ety	287
Chapter 6 Using Social Skills at Wor	k	289
Instructor Pages		289
Worksheet 160: Getting Ale	ong with Your Supervisor	294
Worksheet 161: Getting Alo	ong with Coworkers	296
Worksheet 162: Understan	ding the Skills Required for the Job	297
Worksheet 163: Developing	g Good Work Habits	298
Worksheet 164: Following	Instructions	299
Worksheet 165: Dealing wi	th Complaining Customers	300
Worksheet 166: Being Reso	ourceful	301
Worksheet 167: Taking Init	ciative for Promotion	302
Worksheet 168: Sick Days		304
Worksheet 169: Cell Phone	es at Work	306

Contents xiii

	Worksheet 170: What Not to Wear, Say, Do	308
	Worksheet 171: Workplace Work Space	309
Chapter 7	Using Social Skills with Peers	311
	Instructor Pages	311
	Worksheet 172: Respecting Others as Individuals	316
	Worksheet 173: Developing Healthy Relationships with the Opposite Sex	317
	Worksheet 174: Taking Advantage of Social Opportunities	319
	Worksheet 175: Deciding How Much Influence Others Will Have over You	320
	Worksheet 176: Getting Involved with People with Problems	321
	Worksheet 177: Feeling Outcast	323
	Worksheet 178: When a Friend Is in Trouble	324
	Worksheet 179: Choosing to Befriend Someone	325
	Worksheet 180: Becoming a Good Conversationalist	326
	Worksheet 181: Being a Peer Role Model	328
	Worksheet 182: Misunderstandings	330
	Worksheet 183: Taking and Giving	331
Chapter 8	Using Social Skills in the Community	333
	Instructor Pages	333
	Worksheet 184: Having Respect for the Property of Others	336
	Worksheet 185: Demonstrating Good Manners Toward Others	337
	Worksheet 186: Respecting Community Authority Figures	338
	Worksheet 187: Being Aware of Local Issues	339
	Worksheet 188: Supporting Efforts to Improve the Community	340
	Worksheet 189: Dealing with Unhelpful People	342
	Worksheet 190: Volunteering at Agencies	343
	Worksheet 191: Your Local Newspaper	344
	Worksheet 192: Helping Each Other	345
	Worksheet 193: Promoting Your Community	346
	Worksheet 194: Getting to Know People in Your Community	347
	Worksheet 195: Participating in Community Events	348

xiv Contents