

# Boy's Town Social Skills

## HOW TO LISTEN

Everyone

1. Hands quiet.
2. Feet quiet.
3. Mouths quiet.
4. Materials down.
5. Eyes on the speaker.

# Boy's Town Social Skills

## GETTING THE TEACHER'S ATTENTION

Everyone

1. Look at the person
2. Raise your hand.
3. Wait until the teacher says your name.
4. Ask your question.

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## HOW TO TRANSITION

Everyone

1. Be quiet.
2. Put away the "old", get out the "new."
3. LISTEN for the next instruction.

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## HOW TO FOLLOW INSTRUCTIONS

Everyone

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

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## HOW TO FOLLOW THE RULES

Everyone

1. Learn the rules for where you are.
2. Match your behavior to the rules.
3. Don't "BEND" the rules.
4. If you have questions, ask the right adult about the rule.

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## HOW TO GREET SOMEONE

Grades K-5

1. Look at the person.
2. Smile.
3. Use a pleasant voice tone.
4. Say "Hi" or "Hello".

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## HOW TO INTRODUCE YOURSELF

Grades K-5

1. Look at the person.
2. Smile.
3. Use a pleasant voice tone.
4. Offer a greeting. Say "Hi, my name is ..."
5. Shake the person's hand.
6. When you leave say, "It was nice to meet you."

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## HOW TO APOLOGIZE

Grades 1-5

1. Look at the person.
2. Use a pleasant voice tone.
3. Say "I'm sorry for ..." or "I want to apologize for ..."
4. Don't make excuses.
5. Explain how you plan to do better in the future.
6. Say "Thanks for listening."

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## HOW TO REPORT PEER BEHAVIOR

Grades 1-5

1. Look at the person.
2. Use a calm voice tone.
3. Request to speak to the adult privately.
4. Describe the inappropriate behavior you are reporting.
5. Explain why you are making the report.
6. Answer any questions the adult has.
7. Thank the adult for listening.

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## LUNCH ROOM MANNERS

*Grades 1-5*

1. Walk at all times.
2. Use a quiet voice tone.
3. Stay at your table.
4. Raise your hand for assistance or permission to get up.
5. Clean up after yourself.

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## HOW TO MAKE A REQUEST

Grades 2-5

1. Look at the person.
2. Use a pleasant voice tone
3. Explain exactly what you are asking for.
4. Say "Please."
5. If the answer is "yes," say ""Thank you."
6. If the answer is "No," remember to accept "No" for an answer.

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## HOW TO DISAGREE

Grades 2-5

1. Look at the person.
2. Use a pleasant voice tone.
3. Say "I understand how you feel."
4. Tell why you feel differently.
5. Give a reason.
6. Listen to the other person.

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## HOW TO VOLUNTEER

Grades 2-5

1. Look at the person.
2. Use a pleasant voice tone.
3. Ask the person if you could volunteer to help.
4. Describe the activity or task that you are offering to do.
5. Thank the person.
6. Check back when you have finished.

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## HOW TO ACCEPT CRITICISM OR A CONSEQUENCE

Grades 3-5

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

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## HOW TO ACCEPT "NO" FOR AN ANSWER

Grades 3-5

1. Look at the person.
2. Say "OK".
3. Stay calm.
4. If you disagree, ask LATER.

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## RESISTING PEER PRESSURE (OR SAY "NO")

Grades 3-5

1. Look at the person.
2. Use a calm voice tone.
3. Say clearly that you do not want to participate.
4. Suggest something else to do.
5. If necessary, continue to say "No."
6. Leave the situation. (walk away.)

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## HOW TO GIVE A COMPLIMENT

Grades 4-5

1. Look at the person.
2. Smile.
3. Speak clearly and enthusiastically.
4. Tell the person exactly what you like.

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## HOW TO ACCEPT A COMPLIMENT

Grades 4-5

1. Look at the person.
2. Smile.
3. Use a pleasant voice tone.
4. Say "Thank you."
5. Don't look away, mumble, or deny the compliment.
6. Do not disagree with the compliment.

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## TALKING WITH OTHERS

Grades 4-5

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

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## GIVING CRITICISM

5<sup>th</sup> grade

1. Look at the person.
2. Stay calm. Use a pleasant voice.
3. Say something positive or "I understand."
4. Describe exactly what you are criticizing.
5. Tell why it's a problem.
6. Offer a solution.
7. Listen to the person.
8. Be polite.

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## HOW TO COOL DOWN

5<sup>th</sup> grade

- 1 Decide if you need to cool down.
2. Stop and relax.
  - Choose: a.) Count to 10 slowly.
  - b.) Take 3 slow, deep breaths.
  - c.) Tighten up one part of your body, count to 3, relax.
3. Think about how you are feeling.
4. Select the best choice for you:
  - a.) Walk away for now.
  - b.) Talk to someone about it.
  - c.) Write about how you feel.
  - d. Do a relaxation exercise again.
5. Act out your best choice.