

Boys' Town Social Skills

(1) Greeting Others

- Look at the person
- Use a pleasant voice
- Say "Hi" or "Hello"

(2) Getting the Teacher's Attention

- Look at the teacher
- Raise your hand and stay calm
- Wait until the teacher says your name
- Ask your question

(3) Following Instructions

- Look at the person
- Say "Okay"
- Do what you have been asked right away
- Check back

(4) Appropriate Voice Tone

Listen to the level of the voices around you

- Change your voice tone to match
- Watch and listen for visual or verbal cues and adjust your voice as needed.

(5) Listening

- Look at the person who is talking and remain quiet
- Wait until the person is finished talking before you speak
- Show that you heard the person by nodding your head, saying "Okay" or "That's interesting", etc.

(6) Sharing Something

- Let the other person use the item first
- Ask if you can use it later
- When you get to use it, offer it back to the other person after you are finished

(7) Working With Others

- Identify the task to be completed
- Assign tasks to each person
- Discuss ideas in a calm, quiet voice and let everyone share their ideas
- Work on tasks until they are completed

(8) Accepting Criticism or a Consequence

- Look at the person
- Say "Okay"
- Stay calm

(9) Accepting "No" For an Answer

- Look at the person
- Say "Okay"

- Stay calm
- If you disagree, ask later

(10)Disagreeing Appropriately

- Look at the person
- Use a Pleasant Voice
- Say “I understand how you feel”
- Tell why you feel differently
- Give a reason
- Listen to the other person

(11)Making an Apology

- Look at the person
- Use a serious sincere voice
- Say “I’m sorry for ...”, or “I want to apologize for ...”
- Don’t make excuses
- Explain how you plan to do better in the future
- Say “Thanks for listening”

(12)Accepting Compliments

- Look at the person
- Use a pleasant voice
- Say “Thank you”

(13)Having a Conversation

- Look at the person
- Use a pleasant voice
- Listen the what the other person says
- When there is a break in conversation, ask a question or share your thoughts

(14)Asking for Help

- Look at the person
- Ask the person if he or she has time to help you
- Clearly explain what kind of help you need
- Thank the person for help

(15)Asking Permission

- Look at the person
- Use a calm and pleasant voice
- Say, “May I...?”
- Accept the answer calmly

(16)Staying on Task

- Look at your task or assignment
- Think about the steps needed to complete the task
- Focus all of your attention on your task
- Stop working only when instructed
- Ignore distractions and interruptions by others