

Following Instructions

1. Look at the person.
2. Say "Okay".
3. Do what you have been asked right away.
4. Check back.

Accepting "No" for an Answer

1. Look at the person.
2. Say "Okay".
3. Stay Calm.
4. If you disagree, ask later.

Waiting Your Turn

1. Sit or stand quietly.
2. Keep your arms and legs still.
3. Avoid begging, whining or teeth sucking.
4. Thank the person who gave you a turn.

Asking Permission

1. Look at the person.
2. Use a calm and pleasant voice.
3. Say, “May I.....”
4. Accept the answer calmly.

Resisting Peer Pressure

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

Getting the Teacher's Attention

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

Using Appropriate Voice Tone

1. Listen to the level of the voices around you.
2. Change your voice to match.
3. Watch and listen for visual or verbal cues and adjust your voice as needed.

Listening

1. Look at the person who is talking.
 2. Wait until the other person is done before you speak.
 3. Show you heard the other person by nodding your head, saying “okay,” “that’s interesting,” etc.
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Making an Apology

1. Look at the person.
2. Use a serious and sincere voice.
3. Say “I’m sorry for...” or “I want to apologize for...”
4. Explain how you plan to do better in the future.
5. Say “Thanks for listening”

Disagreeing Appropriately

1. Look at the person.
2. Use a pleasant voice.
3. Tell why you feel differently.
4. Give a reason.
5. Listen to the other person.

Asking for Help

1. Look at the teacher.
2. Ask if they have time to help you.
3. Clearly explain the kind of help you need.
4. Thank the person for helping.

Staying on Task

1. Look at your task or assignment.
2. Think about the steps needed to complete the task.
3. Focus all of your attention on the task.
4. Stop working only when instructed.
5. Ignore distractions & interruptions.

Giving Criticism

1. Look at the person.
2. Stay calm and use a pleasant voice.
3. Say something positive or “I understand...”
4. Describe exactly what you are criticizing
5. Tell why this is a problem.
6. Listen to the person and be polite.

Working with Others

1. Identify the task that needs to be completed.
2. Assign task to each person.
3. Discuss ideas in a calm, quiet voice & let everyone share their ideas.
4. Work on task until completed.

Accepting Criticism or a Consequence

1. Look at the person.
2. Say "Okay".
3. Stay calm.

MYOB Mind your own **Business**

1. Focus on your assignment or task.
2. Ignore all conversations, gestures and distractions that are someone else's business.
3. Keep working quietly until you receive further instructions.