Getting the Teacher’s Attention Listening

1. Look at the teacher 1. Look at the person who is talking

2. Raise your hand and stay calm 2. Wait until the other person is done before you speak

3. Wait until the teacher says your name 3. Show you heard the person by nodding you head

4. Ask your question

Accepting Criticism/Consequence Using Appropriate Voice Tone

1. Look at the person 1. Identify the appropriate voice tone for the situation

2. Say “Okay” 2. Change your voice match

3. Stay calm 3. Watch/Listen for visual/verbal cues & adjust your voice

Accepting “NO” for an Answer Asking for help

1. Look at the person 1.Look at the person

2. Say “Okay” 2. Ask the person if they have time to help you

3. Stay calm 3. Clearly explain the kind of help you need

4. If you disagree, ask later 4.Thank the person for helping you

Working with Others Making an Apology

1. Identify the task to be completed 1.Look at the person

2. Assign tasks to each person 2. Use a serious sincere voice

3. Discuss ideas in a calm, quite voice & let 3. Say “I’m sorry for …” or “I want to apologize for…”

one share their ideas 4. Explain how you plan to do better in the future

4. Work on task until completed 5. Say, “Thanks for listening”

Asking Permission MYOB – Mind Your Own Business

1. Look at the person 1. Focus on your assignment or task

2. Use a calm and pleasant voice 2. Ignore all conversations gestures and distractions that

3. Say, “May!...” are someone else’s business

4. Accept the answers calmly 3. Keep working quietly until you receive further instructions

Disagreeing Appropriately Resisting Peer Pressure

1. Look at the person 1. Look at the person

2. Use a pleasant voice 2. Use a calm voice

3. Say “I understand how u feel” 3. Say clearly you do not want to participate

4. Tell why you feel differently 4. Suggest something else to do

5. Give a reason 5. If necessary, continue to say, “NO”

6. Listen to the other person 6. Leave the situation

Following Instructions Staying on Task

1. Look at the person 1. Look at your task or assignment

2. Say “Okay” 2. Think about the steps needed to complete the task

3. Do what you have been asked right away 3. Focus all of your attention on the task

4. Check back 4. Stop working only when instructed

5. Ignore distractions and interruptions

Giving Criticism Waiting Your Turn

1. Look at the person 1. Sit or stand quietly

2. Stay calm and use a pleasant voice 2. Keep your arms and legs still