

# Basic Social Skills for Youth

Helping Youth Build Better Relationships

JEFF TIERNEY, M.ED.

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Boys Town, Nebraska

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## BASIC SKILL 1

# Following instructions

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## 1. Look at the person.

### **Rationale:**

Looking at the person shows that you are paying attention.

### **Helpful hints:**

- Look at the person as you would a friend.
- Don't stare, make faces, or roll your eyes.
- Look at the person throughout your conversation.
- Avoid being distracted.
- Looking at the person will help you understand his or her mood.

## 2. Say "Okay."

### **Rationale:**

Saying "Okay" lets the person know you understand.

### **Helpful hints:**

- Answer right away.
- Use a pleasant voice.
- Speak clearly.
- Smile and nod your head (if it is appropriate to do so).

# 3.

## **Do what you've been asked right away.**

### **Rationale:**

You are more likely to remember exactly what you're supposed to do if you do it right away.

### **Helpful hints:**

- Complete each step of the task.
- Stay on task. Don't let other things interfere.
- Do the best job you can.
- If you have problems, ask for help.

# 4.

## **Check back.**

### **Rationale:**

Checking back lets the person know that you have followed the instruction.

### **Helpful hints:**

- Tell the person you have finished as soon as you are done.
- Explain exactly what you did.
- Ask if the job was done correctly.
- Correct anything that needs to be done over.

# Basic Social Skills for Youth

## There's help inside for you!

Have you ever faced new or even familiar situations where you were embarrassed or got into trouble because you didn't know what to do or how to behave? Learning the skills included in this book will give you some positive ways of acting in these situations.

Each social skill is broken down into steps that tell you exactly what to do. There's also a reason why that step is important and some hints to help you do the step easily and naturally.

## Eight steps to success!

1. Following instructions.
2. Accepting "No" for an answer.
3. Introducing yourself.
4. Talking with others.
5. Accepting criticism.
6. Disagreeing appropriately.
7. Showing respect.
8. Showing sensitivity to others.

## How to improve your relationships!

Learn these skills and when to use them, and you'll have learned how to be successful at home, in school, with your friends, and on the job. Practice these skills and see how much better you get along with others—your parents, your teachers, your friends.

*Basic Social Skills for Youth* is your guidebook to better relationships with the people most important to you. Follow the advice offered inside and see what it can do for you!



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