

Greeting Others

- 1. Look at the person.**
- 2. Use a nice voice.**
- 3. Say “Hi.”**

Following Instructions

- 1. Look at the person.**
- 2. Think or Say “Okay.”**
- 3. Do it now.**
- 4. Check back. (if told to).**

Staying on Task

- 1. Think about what you need to do.**
- 2. Start working.**
- 3. Keep your eyes on your work.**
- 4. Stop working when the teacher tells you.**

Getting the Teacher's Attention

- 1. Look at the teacher.**
- 2. Raise your hand.**
- 3. Wait until the teacher
says your name.**
- 4. Use a nice voice.**

Talking with Others

- 1. Look at the person.**
- 2. Use a nice voice.**
- 3. Ask questions.**
- 4. Let others talk.**

Listening

- 1. Look at the person and remain quiet.**
- 2. Stay quiet and listen.**
- 3. Wait until it's your turn to talk.**
- 4. Nod and say "Okay."**

Asking for What You Want

- 1. Look at the person.**
- 2. Use a nice voice.**
- 3. Say “Please” and tell
what you want.**
- 4. Say “Thank you” or
accept “No.”**

Accepting “No” for an Answer

- 1. Look at the person.**
- 2. Say “Okay.”**
- 3. Stay calm.**
- 4. If you don’t agree,
ask later.**

Accepting Criticism

- 1. Look at the person.**
- 2. Say “Okay.”**
- 3. Don’t argue.**
- 4. Think about what you learned.**

Disagreeing

- 1. Look at the person.**
- 2. Use a nice voice.**
- 3. Tell how you feel.
Give a reason.**
- 4. Listen to the other
person.**

Giving Criticism

- 1. Look at the person.**
- 2. Use a nice voice.**
- 3. Say something positive first.**
- 4. Say what you don't like.**
- 5. Listen.**

Saying You're Sorry

- 1. Look at the person.**
- 2. Use a nice voice.**
- 3. Tell why you are sorry.**
- 4. Say what you will do next time.**

Giving Compliments

- 1. Look at the person.**
- 2. Smile.**
- 3. Use a nice voice.**
- 4. Tell what you like.**

Accepting Compliments

- 1. Look at the person.**
- 2. Use a nice voice.**
- 3. Say “Thank you.”**