



Take a Close Look at Social Skills:

A Social Skills Checklist

The need to develop appropriate social skills is recognized by:

- Teachers
- Parents
- Employers
- Students

Good social skills are critical to being successful now and in all areas of the adult world.

Feedback from employers indicates the number one difficulty in the workplace for many people with disabilities is lack of appropriate social skills with fellow employees and supervisors.

Read the following questions about social skills. Check those you think you may need to discuss as part of your transition planning:

Do you know how to start a conversation with:

People who come to your home? _____

People you meet at a party? _____

People at school/work? _____

Do you know how to act interested in the conversation of another person? _____

Do you make eye contact when carrying on a conversation with another person? _____

Do you make your needs known in an appropriate way? _____

Do you answer questions that are asked of you? _____

Do you know how to participate in a conversation? _____

Do you wait your turn to speak or do you interrupt other people's conversations? _____

Do you accept compliments from others? _____

Do you accept criticism from others? _____

Do you know what topics are appropriate for public conversation? _____

Are you careful not to embarrass other people? _____

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Take a Close Look at Social Skills:

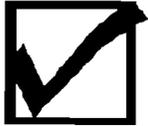
A Social Skills Checklist (continued)

- Do your parent(s)/friends/teachers say you talk too much? _____
- Do you really listen to what other people are saying? _____
- Do you know when it's better to keep quiet? _____
- Do you get angry easily and say things that you are sorry for later? _____
- Do you have trouble understanding jokes? _____
- Do you often get into trouble in new places or in new situations? _____
- Do you try to find out ahead of time what you need to know about new social situations? _____
- Do you arrive to places on time? _____
- Are you always rushing to catch up? _____
- Do you forget appointments? _____
- Do you have trouble meeting school or work deadlines? _____
- Do you brush your teeth daily? _____
- Do you take a bath or shower daily? _____
- Do you put on clean clothes daily? _____

- Do you know that you can send and receive messages without using words? _____
This kind of language is called **non-verbal communication**.

You send **non-verbal** messages through such things as:

- > Facial expressions that show anger, fear, sadness, happiness;
- > The way you stand or sit;
- > Through arm, hand, or finger gestures;
- > By the tone of your voice;
- > The clothing you wear;
- > Respecting personal space (not standing too close to other people);
- > Appropriate or inappropriate touch.



Take a Close Look at Social Skills:

A Social Skills Checklist (continued)

*Do you know that many people who have social problems haven't learned how to use **non-verbal** communication?* _____

Do you use appropriate table manners?

Use your napkin? _____

Say please and thank you? _____

Chew with your mouth closed? _____

Do you often blame other people when things don't go well in your life? _____

Do you know that taking care of your physical and mental health makes interactions with other people easier? (example: using a tissue when you have a runny nose) _____

Do you know that the better you feel about yourself, the better you will present yourself to others? _____

Have you decided that you need to improve some of your social skills? If your answer is yes, include plans to do so in your transition goals. Ask your parent(s) to review your checklist. They may want to discuss other things that you may have missed.

Your family, teachers, and other adults can help you understand social skills, but you have to be willing to practice using them.

You may not be successful in using your new skills the first few times, but we all make mistakes. Try to learn from them, and **PRACTICE, PRACTICE, PRACTICE.**

PLEASE NOTE: Sometimes professional help is necessary to work toward identifying and improving your social skills.

