Effective Communication Skills Worksheet

SCENARIO #1:
Your substitute teacher tells you to repeat an assignment you have already completed. How should you respond?
A. “I’m not going to do that, I’ve already done it.”
B. “Make me. You’re not my real teacher.”
C. “I think I have already done this assignment, it is in the folder on the desk.”
D. “Let me show you where we are at in the book.”

SCENARIO #2:
Your friend Sara asked you to come to their home after school, but someone in your family will need to pick you up after dinner. Which option should you select?:
A. You stop at home and say, “Mom, may I ask you something? Sara’s mom is outside in the car and Sara asked me to come over to play, but she can’t bring me back home. I really want to go. Could you please pick me up at 6:30?”
B. You go ahead and go to your friend’s home and just call home later to get someone to pick you up.
C. You stop at home and yell, “Hey Mom, I’m going over to Sara’s house. Pick me up about 6:30,” as you run out the door.
D. You call from school and say, “You better give me a ride home when I’m done playing at Sara’s house. I’ll call you when I want you to be there.”

SCENARIO #3:
Your grandpa asks you to take out the trash. You say you will, but forget and go off to ride bikes with your friends. When you come home, your grandpa reminds you to take out the trash. How should you respond?
POSSIBLE RESPONSES:
A. “Why do I always have to do it? I don’t see why I always get the yukky jobs.”
B. “YOU could have done it. You’ve just been watching TV.”
C. “Yeah. I’ll do it later.”
D. “I’m sorry that I forgot. Okay, I’ll do it now.”

SCENARIO #4:
You are waiting for school to start with a group of friends. Another student walks by and your friends say loudly, “what a loser.” What should you do?
POSSIBLE RESPONSES:
A. Laugh with the group and make a comment about the person’s looks.
B. Laugh with the group but don’t say anything.
C. Don’t laugh or say anything.
D. Speak up and help your friends understand that what they are doing is hurtful.