



## 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 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:

- \_\_\_ 1. Do you know how to start a conversation with:
  - People who come to your home?
  - People you meet at a party or social situation?
  - People you meet at school or at work?
- \_\_\_ 2. Do you know how to act interested in the conversation of another person?
- \_\_\_ 3. Do you make eye contact when carrying on a conversation with another person?
- \_\_\_ 4. Do you make your needs known without being demanding or getting upset?
- \_\_\_ 5. Do you answer questions that are asked of you? Do you use more than yes and no?
- \_\_\_ 6. Do you know how to take part in a conversation?
- \_\_\_ 7. Do you wait your turn to speak or do you interrupt other people's conversations?
- \_\_\_ 8. Do you accept compliments from others?
- \_\_\_ 9. Do you accept criticism from others when it is appropriate?
- \_\_\_ 10. Do you know what topics are appropriate for public conversation?
- \_\_\_ 11. Are you careful not to embarrass other people?
- \_\_\_ 12. Do your parent(s) or friends or teachers say you talk too much?
- \_\_\_ 13. Do you really listen to what other people the other person is saying or are you thinking about what you are going to say?
- \_\_\_ 14. Do you know when it's better to keep quiet?
- \_\_\_ 15. Do you get angry easily and say things that you are sorry for later?
- \_\_\_ 16. Do you have trouble understanding jokes?

- 17. Do you get to places on time?
- 18. Do you forget appointments?
- 19. Do you have trouble meeting school or work deadlines?
- 20. Do you know how and where to take care of your problems when you are upset or depressed?
- 21. Do you blame others for your problems?

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

**Many people have social problems because they haven't learned how to read non-verbal communication. For those individuals it needs to be explained and practiced.**

There are also **personal grooming** issues that are important to society

- 1. Do you brush your teeth daily?
- 2. Do you take a bath or shower daily or every other day?
- 3. Do you keep your hair clean and cut?
- 4. Do you use mouthwash and keep your breath smelling good?
- 5. Do you put on clean clothes daily?
- 6. Do you know what clothes to wear for different occasions, such as school, going out with friends, employment, etc?
- 7. Do you have clean hands and nails?
- 8. If you are a boy, are you clean shaven?
- 9. If you are a girl, make sure you are not wearing too much makeup.

**Appropriate dress** depending on the event is important.

- 1. Do you know what to wear to school, at a party, to apply for a job? Do you know when not to wear jeans and a tee shirt?
- 2. Do you wear clean, wrinkle-free clothes?
- 3. Do you have clean or polished shoes?
- 4. Can you cover your body jewelry and tattoos for a job interview?
- 5. Do you know when pants or a shirt are too low and reveal too much of your body for a work site?

There are other **non-verbal** messages

- \_\_\_ 1. What does your face show? Does it show a smile, happiness, that you are listening or does it show fear, anger, or sadness?
- \_\_\_ 2. Can you understand other people's facial expressions?
- \_\_\_ 3. Are you alert and sit up straight?
- \_\_\_ 4. How do you sit or stand and what hand gestures do you use?
- \_\_\_ 5. What tone of voice do you use?
- \_\_\_ 6. Do you respect someone else's personal space or do you hug every person you see? Is there a difference between space between someone in an elevator verses space when you are talking to someone?
- \_\_\_ 7. Do you know when it is appropriate or inappropriate to touch?
- \_\_\_ 8. Do you know when to say "thank you" or "please"?

Be Hardworking → Go the Extra Mile → Make Someone Smile!

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 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 your experience, and PRACTICE, PRACTICE, PRACTICE.