

**Social Skills  
Training Group  
Handouts**

# Social Skills

## Listening to Others

- Step 1.** Look at the person.
- Step 2.** Let the person know that you are listening by either nodding your head OR saying something like “Uh- huh” or “OK” or “I see.”
- Step 3.** Repeat back what you heard the person saying.

# Social Skills

## Starting a Conversation with a New or Unfamiliar Person

- Step 1.** Choose the right time and place.
- Step 2.** If you do not know the person, introduce yourself. If you know the person, say “Hi.”
- Step 3.** Choose a topic that you would like to talk about OR ask a question.
- Step 4.** Judge whether the other person is listening and wants to talk.

# Social Skills

## Maintaining Conversations by Asking Questions

- Step 1.** Greet the person.
- Step 2.** Ask a question about something you would like to know about.
- Step 3.** Judge whether the person is listening and is interested in pursuing the conversation.

# Social Skills

## Maintaining Conversations by Giving Factual Information

- Step 1.** Greet the person.
- Step 2.** Share some information about a topic you would like to discuss.
- Step 3.** Judge whether the other person is listening and is interested in pursuing the conversation.

# Social Skills

## Maintaining Conversations by Expressing Feelings

- Step 1.** Greet the person.
- Step 2.** Make a brief statement about how something makes you feel.
- Step 3.** Judge whether the other person is listening and is interested in pursuing the conversation.

# Social Skills

## Ending Conversations

**Step 1.** Wait until the other person has finished speaking.

**Step 2.** Use a non-verbal gesture such as glancing away or looking at your watch.

**Step 3.** Make a closing comment, such as “Well, I really must be going now.”

**Step 4.** Say, “Good-bye.”

# Social Skills

## Entering into an Ongoing Conversation

- Step 1.** Wait for a break in the flow of the conversation.
- Step 2.** Say something like “May I join you?”
- Step 3.** Decide whether the people engaged in the conversation are OK with your joining in.
- Step 4.** Say things related to the subject of the conversation.



# Social Skills

## Staying on the Topic Set by Another Person

- Step 1.** Decide what the topic is by listening to the person who is speaking.
- Step 2.** If you do not understand what the topic is after listening, ask the person.
- Step 3.** Say things related to the topic.

# Social Skills

## What to Do When Someone Goes Off the Topic

- Step 1.** Say something like “That’s interesting; can we talk about that after we finish this discussion?”
- Step 2.** If the person has forgotten what the topic is, politely remind them.
- Step 3.** Judge whether the other person is still interested in the original topic.
- Step 4.** If the other person is interested, continue the discussion. If they are not interested, politely end the conversation or talk about something new.

# Social Skills

## Getting Your Point Across

- Step 1.** Decide on the main point you want to get across.
- Step 2.** Speak in short sentences and stay on the topic.
- Step 3.** Pause to let the other person speak or ask questions.
- Step 4.** Answer any questions.

# Social Skills

## What to Do When You Do Not Understand What a Person is Saying

- Step 1.** Tell the person that you are confused or that you did not understand what was said.
- Step 2.** Ask the person to repeat or explain what was just said.
- Step 3.** Ask further questions if you still do not understand.