The steps are:

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

Step 2. Use a nonverbal 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.”

Name: ___________________________ Date Assigned: ________________________

Person Assisting with Outside Practice:

Skill Being Practiced:

Brief description of assignment (my plan):

Date practiced:______________ Location:____________________

Briefly describe what took place:

How effective were you at using the skill during the outside practice? Please check one:

___1. not at all effective
___2. a little effective
___3. moderately effective
___4. very effective
___5. highly effective