The steps are:

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.

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