Social Skills Outside Practice Record
Making Complaints

The steps are:

Step 1. Look at the person. Speak firmly and calmly.

Step 2. State your complaint. Be specific about what the situation is.

Step 3. Tell the person how the problem might be solved.

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