

# **Social Skills Outside Practice Record**

## **Making a Doctor's Appointment on the Phone**

The steps are:

Step 1. Identify yourself or give your name.

Step 2. Tell the person that you would like to make an appointment to see the doctor.

Step 3. Listen to the person's response. Be ready to provide any information that he or she may ask for.

Step 4. Repeat back the time and date of the appointment given to you and then thank the person for his or her help.

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**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