

**TABLE I**  
**List of Skills and Their Steps that Students Need In Their Repertoire**

**How To Follow Instructions**

1. *Look at the teacher.*
2. *Say, "OK."*
3. *Begin the task immediately.*
4. *Check back when necessary.*

**How To Get Teacher's Attention**

1. *Look at the teacher.*
2. *Raise your hand (if teacher's back is to you, say teacher's name once using a pleasant voice tone).*
3. *Wait for acknowledgment by the teacher.*
4. *Say your statement using a pleasant voice tone.*

**How To Accept "No" for an Answer**

1. *Look at the person.*
2. *Say, "OK."*
3. *No arguing, whining, pouting, and so on.*
4. *If you do not understand why, ask calmly for a reason.*
5. *If you disagree or have a complaint, make arrangements to talk about it later.*

**How To Accept Feedback**

1. *Look at the person.*
2. *Say, "OK."*
3. *No arguing, whining, pouting, and so on.*

**How To Disagree Appropriately**

1. *Look at the person.*
2. *Use a pleasant voice tone.*
3. *Make a concern/empathy statement.*
4. *State disagreement specifically.*
5. *Give a rationale.*
6. *Say, "Thank you."*

**How To Make a Request**

1. *Look at the person.*
2. *Use a pleasant voice tone.*
3. *State the request specifically.*
4. *Say, "Please."*
5. *Say, "Thank you," after request is granted.*

**How To Make a Decision**

1. *Think about the problem that requires you to make a decision.*
2. *Think about possible decisions you could make.*
3. *Gather accurate information about these possible decisions (use more than one source).*
4. *Make the best decision.*

**How To Resist Peer Pressure**

1. *Look at the person.*
2. *Use a calm pleasant voice tone.*
3. *Thank him or her for including you.*
4. *Explain that you do not want to participate.*
5. *Offer an alternative activity.*
6. *Continue to refuse to participate (if necessary, walk away).*

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