

Social Skill 1: Maintaining Eye Contact

Main functions of eye contact are:

- to indicate that we are listening;
- to watch non-verbal signals;
- to indicate interpersonal attitudes by the amount/type of eye contact;
- to emphasize what is being said;
- to provide feedback;
- to manage speaking turns;
- to express emotions and attitudes;
- to express affiliation and intimacy.

Social Skill 2: Monitoring the Way You Talk (Paralinguistic Skills—affects the meaning of what is said and how it is received. These skills indicate an emotional state. People may form judgments when they hear how these skills are used.)

- Volume
- Rate
- Clarity
- Intonation
- Fluency

Social Skill 3: Greeting Others Verbally**Social Skill 4:** Introducing Oneself**Social Skill 5:** Awareness of Body Language

Facial Expression – One of the most informative aspects of body language as the face can respond instantaneously and is the most effective way to provide feedback to another person.

- Facial expression communicates the main emotions;
- provides a rapid commentary on speech;
- indicates willingness for the other person to continue speaking;
- acts as a reinforcer through smiling etc.;
- gives information about personality and identity.

Gesture – Hand gestures have been found to be second in importance to facial expression.

- The hands communicate by illustration of the object of discussion;
- Gestures can be used without words, e.g. by shaking a fist when angry;
- The hands also indicate the level of arousal and anxiety;
- Gives information about personality, feelings, and attitude towards self.

Distance – Distance is used to:

- communicate like and dislike of others;
- express status;

- control the behaviour of others, e.g. by changing furniture, or by moving closer or further away during conversations.

There are also individual differences and the important factors appear to be culture, height, and social conventions.

Touch – this is the earliest form of communication used by infants and is a powerful signal later in life to indicate sexual, affiliative, or aggressive attitudes. Bodily contact is also controlled by elaborate social and cultural rules. Touch is used:

- to communicate warmth, caring, love and affection;
- to indicate emotional states such as fear, distress and exuberance;
- and in a more ritualized way as a part of greetings.

Fidgeting – People communicate their level of anxiety, arousal, or boredom through the use of fidgeting. Most fidgeting is done with the hands but the feet can also convey information about the person's level of arousal.

Posture – Bodily posture is used to:

- reflect a person's attitude and feelings about himself and his relationship to others;
- to reveal feelings about the other person;
- to reflect a person's emotional state;
- to reflect individual personalities and self image;
- and to reflect the status and power in relation to the other.

Personal Appearance

- Used primarily to send messages about oneself;
- it affects our self-image and our behaviour and the behaviour of those around us;
- it conveys information about social status, occupation and personality;
- and constitutes one of the main forms of self-presentation.

Social Skill 6: Initiating Conversations

- Taking turns
- Being relevant
- Asking questions
- Answering questions
- Ending a conversation

Social Skill 7: Joining Ongoing Activities

Social Skill 8: Volunteering to Help Peers

Social Skill 9: Inviting Others to Join Activities

Social Skill 10: Asking an Adult for Help

- Social Skill 11:** Answering the Telephone
- Social Skill 12:** Asking Permission to Use Property
- Social Skill 13:** Reporting Accidents to Appropriate Persons
- Social Skill 14:** Questioning Rules That May Be Unfair
- Social Skill 15:** Giving a Compliment
- Social Skill 16:** Responding to a Compliment
- Social Skill 17:** Telling Adults When Something Is Appreciated
- Social Skill 18:** Accepting People Who Are Different
- Social Skill 19:** Accepting Peer Suggestions for Activities
- Social Skill 20:** Cooperating with Peers
- Social Skill 21:** Compromising by Reaching Agreement
- Social Skill 22:** Responding to Teasing Appropriately
- Social Skill 23:** Receiving Criticism Well
- Social Skill 24:** Controlling Temper in Conflicts (with authority, adults, or peers)
- Social Skill 25:** Responding Appropriately When Pushed or Threatened

Adapted from:
Elliott and Gresham (1991), Social Skills Intervention Guide
Alex Kelly, SOCIAL SKILLS TRAINING AND CONSULTANCY, www.alexkelly.biz