

Communicating Effectively in Friendships

Worksheet

Name:

Date:

Give a checklist for each statement!

Statements	Yes	No
Be firm but tactful.	<input type="checkbox"/>	<input type="checkbox"/>
Listen to the other person.	<input type="checkbox"/>	<input type="checkbox"/>
Ask questions if you have them.	<input type="checkbox"/>	<input type="checkbox"/>
Yell at people who disagree with you.	<input type="checkbox"/>	<input type="checkbox"/>
Speak clearly and be straightforward.	<input type="checkbox"/>	<input type="checkbox"/>
Hash everything out in the heat of the moment.	<input type="checkbox"/>	<input type="checkbox"/>
Refuse to speak to someone who has upset you.	<input type="checkbox"/>	<input type="checkbox"/>
Set aside distractions and focus on communication.	<input type="checkbox"/>	<input type="checkbox"/>
Tell the other person what you think they want to hear.	<input type="checkbox"/>	<input type="checkbox"/>
Think about what you are about to say before speaking.	<input type="checkbox"/>	<input type="checkbox"/>
Interrupt the other person if you think of something to say.	<input type="checkbox"/>	<input type="checkbox"/>
Shrug your shoulders. Make faces to express your feelings.	<input type="checkbox"/>	<input type="checkbox"/>