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# Sample



## Introduction

### Overview

Talkabout is a practical resource that has been designed to help therapists and teaching staff to teach social skills in a more structured way, giving ideas on the process of intervention with lots of activities and worksheets to use at every stage. It is aimed at working with people in groups but it can also be adapted for working on a one-to-one basis.

The book is divided into the following sections.

### Assessment

This section includes two assessments: a quick assessment of someone's self-awareness and a social skills assessment. From here you can decide where to start your intervention. If you decide that the person needs self-awareness and self-esteem work, you will need to use the book *Talkabout for Adolescents: Developing self awareness and self esteem*. If the person needs social skills work, you can choose which of the four levels of this book to start with.

### Level 1 Body Language

This level aims to improve body language and includes activities and worksheets on eight topics: eye contact, facial expression, gesture, distance, touch, posture, fidgeting and personal appearance.

### Level 2 The Way We Talk

This level aims to improve paralinguistic skills and includes activities and worksheets on five topics: volume, rate, clarity, intonation and fluency.

### Level 3 Conversations

This level aims to improve conversational skills and includes activities and worksheets on eight topics: listening, starting a conversation, taking turns, asking questions, answering questions, relevance, repairing and ending a conversation.

### Level 4 Assertiveness

This level aims to improve assertiveness skills and includes activities and worksheets on eight topics: expressing feelings, standing up for yourself, making suggestions, refusing, disagreeing, complaining, apologising and requesting explanations.



# ASSESSMENT

## Introduction

### Objectives

To provide a baseline assessment.

To plan where to start intervention.

### Materials

1 Self-awareness and self-esteem interview sheet

2 Social skills assessment sheet

3 Social skills assessment summary

4 Self-assessment rating scale

### Timing






The timing of the assessment will depend on how well you know the person. If you don't know them well, you may need to talk to a few people and gain their opinions on their social skills and on their self-awareness and self-esteem.

Sample



## Self-Assessment Rating Scale

Your name ..... Date .....

What are you like at the following?	 Never good	 Not very good	 Quite good	 Very good	 I don't know
1 Talking to a friend when we are on our own					
2 Talking to friends in a group					
3 Talking to someone in authority, for example a policeman, a boss					
4 Talking to new people who I meet					
5 Listening to people who are talking to me					
6 Asking questions, for example if I don't understand something					
7 Answering questions, for example if someone asks me directions					
8 Keeping still and not fidgeting too much					
9 Speaking clearly and not mumbling					
10 Explaining something to a group of people, for example in a meeting					

Sample

Any other comments you would like to make about your communication?

Total score: ..... / 40

(Rating scale: Never good = 1 Not very good = 2 Quite good = 3 Very good = 4 I don't know = 0)

Completed by ..... Date .....



# Planning Intervention Sheet

Name ..... DOB .....

Address ..... Date .....

Area assessed	Needs work?		Start here
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; margin-bottom: 10px;"> <p><b>Self-awareness and self-esteem</b> Refer to interview</p> </div>	<p><b>No</b></p>	<p><b>Yes</b></p>	<p><b>Self-awareness and self-esteem</b> Use <i>Talkabout for Adults</i> book (2014)</p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; margin-bottom: 10px;"> <p><b>Body Language</b> Refer to social skills assessment</p> </div>	<p><b>No</b></p>	<p><b>Yes</b></p>	<p><b>Body Language</b> Use Level 1 <i>Talkabout Body Language</i></p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; margin-bottom: 10px;"> <p><b>The Way We Talk</b> Refer to social skills assessment</p> </div>	<p><b>No</b></p>	<p><b>Yes</b></p>	<p><b>The Way We Talk</b> Use Level 2 <i>Talkabout The Way We Talk</i></p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; margin-bottom: 10px;"> <p><b>Conversational Skills</b> Refer to social skills assessment</p> </div>	<p><b>No</b></p>	<p><b>Yes</b></p>	<p><b>Conversations</b> Use Level 3 <i>Talkabout Conversations</i></p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px;"> <p><b>Assertiveness Skills</b> Refer to social skills assessment</p> </div>	<p><b>No</b></p>	<p><b>Yes</b></p>	<p><b>Assertiveness</b> Use Level 4 <i>Talkabout Assertiveness</i></p>

**Additional comments**

Completed by ..... Date .....



**Activity 16 'The rules for facial expression' handout**

Name ..... Date .....

# Facial expression

## What does good facial expression mean?



✓ Good facial expression means that our faces should match what we are saying



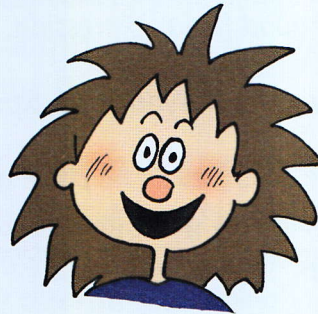
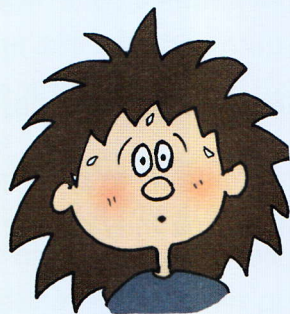
✓ If we feel sad then we should look sad – this helps people to know how we feel



✓ We should also make sure that our faces are relaxed when the speaker is saying...



✓ Smiling is a good way to appear friendly and confident



## Why is this important?

We need to use good facial expressions to show people we are listening to them. We can also use our facial expression to show people how we are feeling. Smiling is important to show people that we are friendly and interested. If we use poor facial expressions, people may think we are rude and may not want to talk to us.