

# **Social Skills Outside Practice Record**

## **Making Complaints**

The steps are:

Step 1. Look at the person. Speak firmly and calmly.

Step 2. State your complaint. Be specific about what the situation is.

Step 3. Tell the person how the problem might be solved.

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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