DIRECTIONS: Write a tactful response to each situation below. Be sure to follow the guidelines and include all three steps!

➔ WRITE EVERYTHING AS IF YOU WERE TALKING DIRECTLY TO THE PERSON.
➔ NEVER USE THE WORD “YOU” AS A COMMAND OR FOR BLAME.

1. You wore a new shirt to school. One of your friends laughed and told some other people you looked like a dork in that outfit.
   a. Facts: (remember: NOT a question and NOT an opinion)

   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________

   b. Feelings/Emotions: (remember: use an EMOTION: I feel angry, sad, annoyed...)

   ____________________________________________________
   ____________________________________________________
   ____________________________________________________

   c. What you want to have happen: (remember: do NOT use “I want”. DO use something like “Could we...” “I would like...” “Can we please...”)

   ____________________________________________________
   ____________________________________________________
   ____________________________________________________

2. A couple of your friends play on the school basketball team with you. Lately, they have been hogging the ball and will only pass to each other, not to you.
   a. Facts:

   ____________________________________________________
   ____________________________________________________
   ____________________________________________________

   b. Feelings/Emotions:

   ____________________________________________________
   ____________________________________________________
   ____________________________________________________

   c. What you want to have happen:

   ____________________________________________________
   ____________________________________________________
   ____________________________________________________

3. You loan your clothes to your best friend. Your best friend has a sweater you really like. You ask to borrow it to wear to school, but your best friend refuses.
   a. Facts:

   ____________________________________________________
   ____________________________________________________
   ____________________________________________________

   b. Feelings/Emotions:

   ____________________________________________________
   ____________________________________________________
   ____________________________________________________

continued on next page…
c. What you want to have happen:

_____________________________________________________________________________________
_____________________________________________________________________________________

4. Ever since your friend found out you went to the movies with a different friend, he/she won’t talk to you.
   a. Facts:

   __________________________________________________________________________________

   b. Feelings/Emotions:

   __________________________________________________________________________________

   c. What you want to have happen:

   __________________________________________________________________________________

   __________________________________________________________________________________

5. Write your own scenario and tactful response!
   Situation:

   __________________________________________________________________________________
   __________________________________________________________________________________
   __________________________________________________________________________________

   Tactful response:
   a. Facts:

   __________________________________________________________________________________

   b. Feelings/Emotions:

   __________________________________________________________________________________

   c. What you want to have happen:

   __________________________________________________________________________________