

Ready Replies

Make some copies of this planning form to keep in your desk, notebook, or locker. Keep some at home, too. Use a form each time you want to plan ahead about what to say in a tough situation.

For Now

1. What is one thing people say or do that you don't like? Write it here:

2. What ready reply can you say next time someone says or does that thing? Write your ready reply here:

For Later

After you have tried using the words you planned, answer questions 3–6.

3. Did your reply help the situation? _____ Yes _____ No

Ready Replies, continued

4. If YES, that's great! Keep that ready reply in mind. Use it again!

5. If NOT, what was the problem?

_____ I got the words wrong.

_____ I should have used a different voice.

_____ The person didn't listen to what I said.

_____ The person made fun of what I said.

_____ Other (write the problem here):

6. If there was a PROBLEM, what can you say or do next time? Write how you'll change what you say or how you say it:
