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To the Teacher

Learning Basic Social Skills is written for students with special needs. Its purpose is to teach the social skills needed to succeed in daily living and on the job.

While all teachers of special students recognize the importance of teaching social skills to their students, these skills may be among the most difficult for the classroom teacher to teach. *Learning Basic Social Skills* will give teachers of special students materials and methods to help their students gain competence socially, a prerequisite to success on the job and in everyday life.

The goal of *Learning Basic Social Skills* is to break down complex social skills into easily understood components. Research has shown consistently that the overwhelming reason special students may not succeed socially or on the job is not the quality of their work. Most often it is their unacceptable appearance, behavior, and attitudes. While most of us acquire social skills through observing others, many special students cannot discern these rules on their own. Thus, the need arises for special teaching of basic social rules. *Learning Basic Social Skills* presents these rules in a variety of ways, emphasizing learning through role-playing and cooperative learning activities.

Learning Basic Social Skills is a reproducible teacher book containing both teacher sections and student sections. Each teacher section includes objectives, vocabulary, and numerous additional activities pertaining to the student material that follows it. The answer key for all sections may be found on page 91.

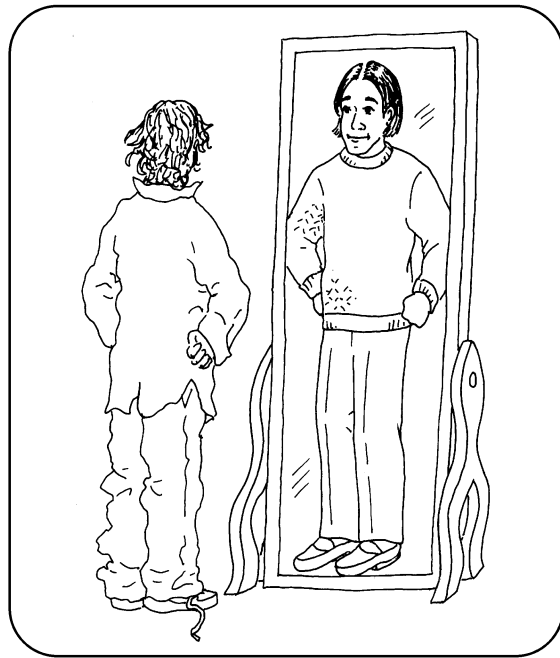
Reproducible student pages are identified by the copyright line with a flame logo at the bottom. They can be copied and distributed to each student.

Student sections contain very short reading sections written on a third grade reading level. They are followed by several activities in which the student is asked to think about and apply the information given in the reading.

Also included are reproducible pages marked "Student Journal Page." These pages give students a way to think about their own social skill levels in a more private format. These pages are meant to be reproduced and distributed to students. However, these pages can be filled out and kept by the student, not graded by the teacher. They may be stapled together to form a journal which the student can keep and refer to. Their purpose is to facilitate a private forum for introspection by the student. As such, these pages would not necessarily be shared with the class or even seen by the teacher, although the teacher may require that the students complete the work.

UNIT I

Looking Your Best





UNIT I

Teacher's Guide

Looking Your Best

Objectives

Students will understand the importance of good grooming. Students will know what to do to be well-groomed.

Vocabulary

antiperspirant	dandruff	fluoride	interview
appearance	deodorant	grooming	odor
application	emery board	hair stylist	scent
appointment	employer	hangnail	
cuticle	floss	infection	

Additional Activities

1. Discuss why good grooming is important in making and keeping friends, in dating, and at work.
2. Invite a hair stylist to visit the class. The stylist could talk about shampoos and conditioners and how best to wash the hair. The stylist could also talk about choosing a flattering hairstyle.
3. Invite a dentist or hygienist to speak to the class about proper oral hygiene. He or she might discuss how to choose and use a toothbrush, or describe what happens at a checkup.
4. Discuss the prevention of foot odor. Students may not realize that there are different types of socks available. Cotton socks tend to absorb moisture and eliminate some foot odor. Nylon or polyester socks may aggravate moisture and odor problems.
5. Invite a makeup specialist to speak to the women of the class on the proper use of makeup for various occasions.

6. Invite a manicurist to discuss proper care of the nails. Have nail clippers, emery boards, and nail files available. Have students practice proper nail-trimming techniques. Polish could also be available for class members who wish to practice applying it.
7. Have a dermatologist or nurse speak to the class about proper care of the skin to prevent oily skin, pimples, blackheads, and acne. The importance of a good diet to healthy skin should be discussed, along with foods that aggravate skin conditions. The variety of skin-care products available at a drugstore could also be discussed.
8. Hold a private session for the women of the class to discuss feminine hygiene. This discussion should include personal hygiene, use of feminine hygiene products, and such.
9. Hold a concurrent session for the men of the class to discuss special male grooming problems such as body odor, shaving, trimming of facial hair, and foot odor.
10. Divide the students into pairs. Each pair should present a short, humorous skit showing a consequence of poor grooming. For example:
 - (a) A girl and boy on a date are sitting closer and closer together. Then she gets a whiff of his breath. She starts moving the other way.
 - (b) A hairdresser begins work on a customer. The hairdresser's body odor quickly convinces the customer not to make a return visit.
11. Discuss and demonstrate proper posture. Have each student evaluate his or her sitting and standing posture. Discuss how good posture can improve one's appearance.

The Importance of Good Grooming

Oscar and Miguel were looking for part-time jobs. They saw an ad in the newspaper. They both called to set up job interviews.

Oscar went to his interview straight from track practice. He was sweaty and his hair wasn't combed. Oscar was wearing shorts and a T-shirt. He had on dirty tennis shoes and no socks.

The interviewer asked Oscar a few questions. Then she gave Oscar an application to fill out. As Oscar worked, he chewed loudly on a piece of grape gum.

Miguel had his interview next. He had left track practice early so he could go home and shower. He dressed in a clean shirt and slacks. His shoes were polished.

The interviewer asked Miguel the same questions she had asked Oscar. Then she gave Miguel the job application to fill out. Miguel worked quietly and neatly.

The interviewer quickly decided who would get the job. The answer was easy. Oscar's poor grooming cost him the job.

It may not seem fair, but other people do judge us by how we look. Most employers feel strongly about the appearance of their workers. Poor grooming is a big reason people are turned down for jobs.

•• *What Do You Think?*

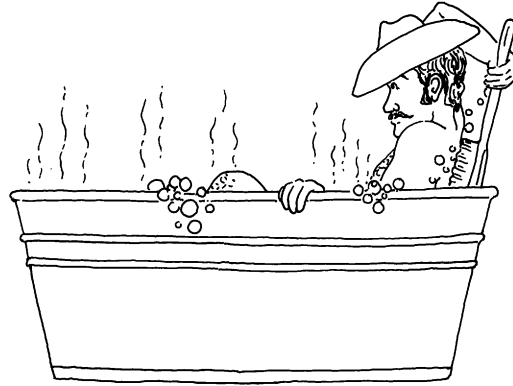
1. Many employers feel that a well-groomed person will do better work on the job. Why do you think employers feel this way?

2. What do you think a person's grooming (or lack of it) tells others?

Clean Up Your Act!

Have you ever watched old cowboy movies? Every Saturday night the cowboys rode into town after a long week of riding the range.

They would head for the bathhouse and plunk down their two bits (a quarter). This would buy a tub of warm water for their weekly bath “whether they needed it or not.” You can be sure these fellows needed it long before bath time!



It’s easier to come by hot water these days. So, there is really no excuse for having body odor.

Taking a bath or shower every day is the way to start. Plain old soap and water will wash off dirt, germs, and sweat.

Put on clean underwear and socks every day.

Next, use a deodorant or antiperspirant. Deodorants control body odor. Antiperspirants control odor and keep your underarms dry. But, neither takes the place of that daily washing.

If you use a scent (such as perfume, cologne, or aftershave), use only a little. Strong scents may bother other people. Again, these products do not take the place of washing. They do not wash away dirt, germs, and sweat. These products only hide odors.

If you do all these things daily, you’ll be clean—and you’ll smell great!

(continued)

Clean Up Your Act! *(continued)*

•• What Did You Learn?

1. How do you remove dirt, germs, and sweat from your skin?

2. How are deodorants and antiperspirants different?

3. Why don't scents take the place of daily washing?

4. What two pieces of clothing should always be changed daily?

Your Crowning Glory

Have you ever had a “bad hair day”? That’s a day you feel like wearing a hat to hide your hair.

Everyone has hair troubles from time to time. Magazines are full of articles about hair care. Many products promise beautiful, shiny hair.

For you to be well-groomed, your hair should look its best. It should be clean and neatly cut. The style should look good on you.

The hard part is that hair care is not the same for everyone. What works well for one person may not work for another. A person with thick, curly hair needs different hair care than a person with fine, thin hair. The same style looks good on one person and not so good on someone else.

So, what is the answer? How can you learn what works on your head of hair? A good way to start is to find a hair stylist you like. Do you have a friend whose hair looks nice? Ask this friend who works on his or her hair.

When you find a stylist you like, work together to find a style that is easy to care for and suits your face.

No matter what type of hair you have, you must keep it clean. Wash it as often as needed, even every day. Try different shampoos until you find one that leaves your hair looking good.

There are shampoos for dry, oily, and normal hair. If you have trouble with dandruff, choose a dandruff shampoo. Shampoo as often as you need to, to keep your hair looking clean and free from dandruff and oil.

By keeping your hair clean and neatly cut, you will add a lot to your looks! If your hair is dirty or has flakes, you will not look good—no matter how well-dressed you are.

•• *What Did You Learn?*

1. How can a good hair stylist help you?

2. How can you choose a shampoo?



Be Handy with Hand Care

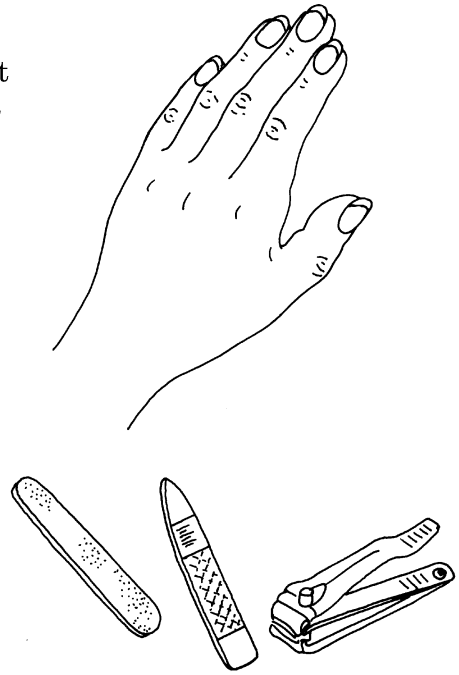
Imagine you are trying out a new restaurant. The person who waits on you has dirty hands and broken, dirty fingernails. Would you still want to eat there? A person with poorly groomed hands will not last long in the food business!

Clean hands and well-shaped nails are important to looking well-groomed. Soap and water can take care of most dirt. A nailbrush can help get out any dirt from under your nails.

As you dry your hands after washing, gently push back your cuticles with the towel. Do not clip your cuticles. That will make them rough. It also increases the risk of hangnails or infection.

Use nail clippers to trim your nails. First, cut them straight across. Then, round the corners to the shape you want. An emery board or a nail file can smooth and shape your nails.

If you use nail polish, apply it neatly. When the polish begins to chip, remove it right away. It is better to wear no polish than to wear chipped polish.



•• What Did You Learn?

1. How can you get dirt out from under your fingernails?

2. Why shouldn't you clip your cuticles?

3. What three tools can be used to trim and shape the nails?

4. What is the best way to push back your cuticles?

Face the Facts

An attractive smile adds a lot to your looks! But, dirty teeth or bad breath can quickly turn people off. Luckily, it is not hard to take care of your teeth.

Brush your teeth at least twice a day (morning and night). Use a fluoride toothpaste. Fluoride toothpaste has been proven to help prevent tooth decay. Ask your dentist what type of toothbrush you should use.

After brushing, use dental floss between all your teeth. Floss gets out pieces of food your brush can't reach.

Keeping your teeth clean will prevent cavities and gum disease. It will also help keep your breath smelling fresh.

Visit your dentist regularly. This way, you can take care of any problems while they are still small.

Another area of grooming is just for women. Those who wear makeup need to learn how to apply it right. Using too much makeup is not attractive. Clerks at the department store or pharmacy makeup counter can show you how to apply makeup at no cost.

Finally, a word for the men. If you decide to grow a beard or mustache, keep it trimmed to stay neat. Use shampoo to wash it whenever you wash your hair.

•• What Did You Learn?

1. What kind of toothpaste should you buy?

2. What is the purpose of dental floss?

(continued)

Face the Facts *(continued)*

3. Why should you visit the dentist regularly?

4. Where could a person learn how to use makeup?

5. How often a day should you brush your teeth?
