

# Communication

# Answering Questions

My name is \_\_\_\_\_ . I go to school at  
\_\_\_\_\_ Elementary.

At school my teachers ask me questions.

Sometimes I know the answers and sometimes I don't know the answers.

It is okay if I don't know the answers.

If I know the answer, I will say it loud so that the teacher can hear me. If I don't know the answer, I will try to ask for help.

Answering questions will let my teacher know I'm listening.

# Asking a Friend to Play

By Anna Ladisch

I am in Mrs. \_\_\_\_\_ kindergarten class.

Most kids like to play with each other during recess.

When they want to play, one kid will usually talk to another kid. They might say, “May I play with you?”, “Would you like to play with me?” or they may say, “Would you like to (swing, run, chase, etc.) with me?”

If I want to play with my friend and do the same thing, I can try to say “May I play with you?” or I might say “Will you play with me?”

Asking friends to play is OK. Playing with friends at recess is a good thing.

# Asking For Help

Sometimes students have school work they cannot figure out.

Sometimes when students cannot figure out school work they get frustrated. Sometimes I have work that I can't figure out.

Students need to ask their teachers for extra help if they need it. I can ask my teacher for extra help.

It is OK to ask for extra help from teachers.

When students need help, they raise their hand and wait quietly for the teacher to help. I will try to raise my hand and wait quietly for the teacher to come to help me.

I can learn to ask for help and wait quietly for my teacher.

# Asking Permission

By Anna Pollard and Gloria Westover

At school the children use pencils, crayons and paper almost everyday.

Not all children use the same kinds of pencils or crayons. They might be different than the ones I use.

Sometimes I would like to use something that belongs to someone else.

I can say, "May I borrow your \_\_\_\_\_."

I will try to ask permission to use things that belong to others. It is the polite thing to do.

Sometimes my classmates may say "yes". Then I can use the things. Sometimes they may say "no". It is okay. I need to wait.

My classmates will be happy when I ask to borrow something of theirs.

# Asking to Play at Recess

Usually every day at school I go out to recess to play. When I am at recess, there are other children playing at the same time.

Sometimes the other students are doing things that I may like to do with them.

When children want to play together, they usually ask the other person, "May I play with you?"

Sometimes the other person says "Yes". Sometimes the other person says "No". If they say "No", I will try to walk away quietly and find something else to do.

If they say "Yes", I will play with the other person and try to follow the rules.

It is a polite thing to ask the other students to play with them. It can be fun to play with other students at recess.

# How Mrs. Smith Talks to the Class

Mrs. Smith usually talks to the class from the front of the room. Sometimes she talks to all of the children from another place.

She does this when she wants to talk to all of the children at the same time.

She usually starts by saying, "Class, listen...." This means it is time for me and everyone else to listen.

It is important to try to listen to Mrs. Smith when she is talking to the class.

# How to Apologize

My name is \_\_\_\_\_. I am a \_\_\_\_\_ grader at \_\_\_\_\_ Elementary School. Sometimes, I play with other children. When children play together, sometimes they make mistakes. One mistake may be saying or doing something that makes another person feel sad. This is called hurting another person's feelings.

When one person makes a mistake that causes another person to feel sad, it is important to apologize. An apology is a special group of words. People often use apologies to let a person know how sorry they are to have hurt that person's feelings.

An apology lets someone know that you like or love them, and that you are sorry you said or did something to hurt their feelings. Sometimes an apology will work right away. In other words, an apology may cause a person to feel better instantly. Sometimes it might take a long time.

Sometimes I may realize I have just said or done something and hurt someone else's feelings. This is OK. Everyone makes these kinds of mistakes when they are growing up.

I will try to remember how to make a good apology. I will try to talk or write to the person as soon as I can to let that person know I am sorry. I will try to remember to tell them I think I made a mistake.



# How to Ask a Friend to Play at Home

Sometimes I like to have a friend come to my house to play.

I need to ask my friend in a kind and quiet way, “Can you play with me?”

I will try to ask my friend in a kind and quiet voice. I will try to wait for my friend to answer my question.

When my friend says “Yes”, I will try to wait quietly for my friend to come.

It is nice to have friends at my house to play.

# How to Ask For Help

Sometimes children have school work they cannot figure out.

Sometimes when children cannot figure out school work they get frustrated. Sometimes I get frustrated when I cannot figure out school work.

I will try to stay calm.

Children need to ask their teachers for extra help if they need it.

It is OK to ask for extra help from teachers. If I need help on school work, I will ask for it.

When I need help, I will raise my hand to ask the teacher for help.

I will wait quietly for the teacher to call my name. When the teacher calls my name, that means it is my turn to ask my question.

The teacher will do her best to answer my question.

# How to Greet Someone

There are many ways to greet someone.

When I see someone I know, usually I will try to smile and say “hello.” They may say “hello” back. They may stop to talk with me.

Sometimes I will try to shake their hand. Sometimes when I am visiting a relative or a close friend, I will try to give them a small hug or a little pat on the back or the shoulder.

Sometimes, if I am just passing someone I know, I can smile, wave, or just nod my head. Most people like it when I smile at them. Smiling makes people feel good.

# Looking at People When I Talk

People usually look at me when they talk to me.

It is polite for people to look at each other when they are talking.

When people look at each other, it shows that they are interested in what is being said.

Looking at people when I talk will help other people listen to me.

# Looking At People When They Talk

Sometimes people want to talk to me. When they talk to me, I need to stop what I'm doing and look at whoever is talking to me. When I look at them, I will be able to pay attention to the things they tell me.

When someone talks to me, I will try to stop what I am doing and look at them. Looking at them will help me pay attention.

# Looking While Listening

When someone is talking to me, I try to listen.  
This is a polite thing to do.

Looking at the person who is talking to me is helpful. This lets the person know I am listening.

Sometimes I try to look at a part of their face.

I try to do this so the other person knows that I am listening to them.

The person who is talking to me will like this.

# My Voice

People use their voices to talk to each other (or sing, or play). When people talk to each other they use their people talking voice. (When people play with puppets they can use their puppet voice. When people sing they use their singing voice.)

I have a talking voice and a singing voice. (Play voice) When I sing I use my singing voice. When I talk I can use my talking voice.

When I talk to other people I will try to use my talking voice. My teachers and friends like to hear my voice and are happy.

I will try to use my people talking voice when I talk to my teachers and friends.

# Responding to a Question

By Jessica Nordstrom

My name is \_\_\_\_\_. I am a freshman at \_\_\_\_\_ . On most days, people will ask me questions. People may ask questions because they want to start a conversation with me or show me that they are friendly. People may ask questions because they seek information I may know or people may ask questions to make sure I am understanding what they are saying to me.

People like it when I respond to a question. Asking a question is like inserting a key into the ignition and turning the key. Turning the key will start the engine, just like someone asking me a question will start a conversation.

When someone talks to me, I will try to say something. This is the friendly thing to do.



# Saying Hello

Whenever I see people I know, I look at them and say “Hello”.

After I say “Hello”, the other person usually says “Hello” to me, too.

I will try to look at people and say “Hello” to them when they talk to me.

It is good to look at people and say “Hello” when they are saying hello.

# Saying Hello

My name is \_\_\_\_\_. I go to school almost every day.

When I go into my classroom, many students are already in the room. They are usually putting away their things.

When my friends see me, they usually say hello to me.

My friends try to say hello to me because they are being friendly.

I will try to say hello to my friends when I go into my classroom.

Saying hello is a friendly thing to do.

# Saying “Hi”

When my friends or people I know see me, they usually say “Hi”.

People may say “Hi” to be friendly.

I can try to take my turn to say “Hi”.

I can say “Hi” when I see a friend or people I know. I will try to say “hi”. People like it when I say “hi”.

# Saying “I’m Sorry”

Sometimes I make people feel sad.

Sometimes I say things that hurt people’s feelings.

Sometimes I accidentally do things that hurt people.

It is a nice thing to say “I’m sorry” to people when I make them feel sad.

I will try to say “I’m sorry” when I hurt someone’s feelings.

I will try to say “I’m sorry” when I accidentally hurt someone.

It is polite to say “I’m sorry”.

# Saying OK

I usually go to school everyday.

Sometimes when I go to school my teacher asks me to do things that I don't want to do.

It is important to do what the teacher asks me to do. The teacher knows the right things to do at school.

When the teacher asks the students at school to do something, they say OK and do the thing that the teacher asks.

My teacher is happy when I say OK and do what she asks me to do.

My teacher smiles and is happy when I do what she asks.

# Singing

My name is \_\_\_\_\_.

Sometimes my teacher sings with me. Sometimes she smiles when she sings.

Sometimes there are actions that children do when they sing the words. I may decide to help with the fun songs and do the actions along with my teacher.

When I do the actions, I will try to follow what my teacher is doing.

Usually other children sing and do actions. I can sing and do the actions with the other students.

# Singing in a Group

One thing is VERY IMPORTANT in music. It is important to sing at the right volume.

VOLUME is a word that means how loud someone sings. One way to sing the right volume is to sing so I can hear the person singing next to me.

# Talking in Speech Class

Sometimes students in our class leave the room with another adult while some students stay in the room.

I leave my classroom sometimes to go to another room with another teacher.

In the speech room, I can talk with other children. I can also talk with the teacher. The other children like me to talk to them. The teacher likes the children to talk to each other. It is the way we practice our communication skills.

I will have a turn to talk while the other student listens to me. I will try to talk when my teacher asks me a question.

Taking turns to talk is a good thing. When we take turns, everybody can talk and be heard.



# Talking to Friends

By Stacy Westenshow

At school sometimes I talk to my peers.

Sometimes we talk in the classroom, sometimes we talk at recess.

At recess we can talk about sports, computer games, or other things we like.

Looking at the person who is talking to me is helpful. This lets them person know I am listening.

I will try look at part of their face when they talk to me.

I will try to do this so the other person will know I am listening.

# Talking to People

People talk to each other about many different things. Many times when people start to talk to each other they say “Hi, how are you?” I can answer this question just by saying “I’m fine” or “I am well.”

However, when people say “Hi, how are you,” this may mean they want to talk with me about other things as well, even though they do not say that they want to talk more.

When they ask me how I am, I can respond to the question and then I can begin to talk about something that I would like to talk about. This may include a movie I like, games, what I like to do, people I know, or things I have seen.

A conversation may be like this: “Hi \_\_\_\_\_, how are you?” And I respond, “I am fine, how are you? They say “fine”. And I could say, “Guess what I did last weekend?” And then I can tell them about what I did, or what I like to do.

If they tell me about what they did or what they like,

I can listen to them and ask questions about what I find interesting.

When we both talk about what we like, we get to know each other, and it is easier to talk to each other.

Asking questions makes the conversation more fun.

# Talking with Others

Sometimes I have things I want to say. It feels like I have to say it right that second. It's important to wait until the other person is finished talking.

When we talk with each other, it is polite to take turns talking. First one person talks while I listen. Then I talk while the other person listens.

Even though it feels important, I will try to wait patiently for my turn to talk.

Waiting for my turn to talk is a polite thing to do.

# Using My Voice

Sometimes my teacher and friends like to talk to me. They might talk to me because they may want to know what I think.

Sometimes my teacher and friends like to ask me questions. They may like to ask me questions because they might want to know the answer.

Sometimes I have things that I can say to other people. Sometimes I have answers to the questions that they ask me.

When my teacher and friends talk to me, I will try to use my voice. When my teacher and friends ask me questions, I will try to use my voice.

Other people will like it when I talk to them.

# Using My Voice at School

My name is \_\_\_\_\_.

I talk to my mother at home.

I can use my voice at school.

People like to hear me talk at school.

If I use my voice at school, others will be happy.

# The Volume Story

By Carylyn Nelson

One thing is very important in a classroom at school. It is important to talk at the right volume.

Volume is a word that means how loud someone talks. Talking at the right volume is important so that others can hear you. When one person is talking to the whole class it is important to talk so that their voice can be heard by everyone.

Talking at the right volume is also important in the classroom because others need to work. Using a quiet voice helps others to concentrate. When one person is talking to just one friend they use a quiet voice. I will try to use a quiet voice when others are working.

Sometimes it is important to have a quiet mouth when it is work time in the class or the teacher is talking.

When it is work time it is important to be quiet so others can work and concentrate. The students will be happy when it is quiet so they can work.

# What Can I Say When My Friend Arrives?

My friend is coming today at about \_\_\_\_\_.  
When my friend arrives, I may say, “Hi!” Saying  
“Hi” is a friendly thing to do. It helps my friend feel  
welcome in my home.



# When Do I Say “Excuse Me?”

There are many reasons to say “excuse me”.

Saying “Excuse me” tells other people that I need something.

It is polite to say “Please excuse me” when I need to move around someone.

It is polite to say “Excuse me” when I need to talk to the teacher when other people are also waiting to talk to the teacher.

When I say “Excuse me”, the teacher knows that I need to talk to her.

I will try to say excuse me when I need to talk to the teacher. I will try to wait quietly for the teacher to tell me I can talk.

It is polite to say “Excuse me”.

# When My Teacher Talks #1

My name is \_\_\_\_\_. I'm in the \_\_\_\_\_ grade. I have many teachers.

Sometimes, my teachers talk to all of the students in the class at the same time. This saves time for the teacher and the students.

The teacher usually starts by saying, "Class listen..." This means it is time for me and everyone else to listen.

When the teacher talks to everyone at the same time, the students look at her, sit quietly, and listen. I will try to look at the teacher, sit quietly, and listen to her when she talks to all of the students in the class.

It is important for everyone to listen to the teacher when she talks to the class. The students can hear the instructions.

## When My Teacher Talks #2

Mrs. \_\_\_\_\_ usually talks to the class from the front of the room. Sometimes she talks to all of the children from another place.

She does this when she wants to talk to all of the children at the same time.

She usually starts by saying, "Class listen..." This means it is time for me and everyone else to listen.

It is important to try to listen to Mrs. \_\_\_\_\_ when she is talking to the class.

# When Other People Don't Understand Me

Sometimes I talk very fast. When I talk fast, I make mistakes in my speech sounds. Even when people listen carefully sometimes they don't know what I'm saying.

Others are more likely to understand me when I speak more slowly.

When I talk with other people, I will try to slow down and say each word clearly.

When I speak slowly, other people can understand what I say. I will try to speak slowly.