



**Tact** is saying what needs to be said as gently as possible, and trying not to offend the other person.

**\* Take ownership!**

Say...

“I think...” or “I feel...” or “I don’t want to...”

**Rather than...**

“Everyone thinks that...” or “People say that...”  
or “Everyone feels...”

**\* State the facts that are involved in the situation – what happened, who did what, your thoughts and feelings.**

**\* State your reasons for thinking or feeling the way you do.**

**\* Tell the person what you want to happen.**

**For example:**

A friend of yours promised to go with you to the movies this Saturday. On Friday, he or she said, “Oh, by the way, I can’t go to the movies Saturday, I’m going to a party.”

You might say, “We agreed to go to the movies and now you have made other plans. I’m disappointed and angry. I don’t think friends should break promises. I’d really like you to keep your commitment and go with me to the movies.”

**Describe how you would, tactfully, handle the following situations:**

❖ **Situation #1**

You wore a new shirt to school. One of your friends laughed and told some other people you looked like a geek in that outfit.

❖ **Situation #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.

❖ **Situation #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.

❖ **Situation #4**

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

---

We have discussed this worksheet, Telling It Like It Is – With Tact.

---

Signature of Parent or Other Caring Adult

---

Relationship to the Student

---

Signature of the Student