Feedback and Assertive Communication Worksheet

Age Group: 11-14+ Years | Skill Focus: Assertiveness & Feedback

My name: ..... **Date:** .....

How to use this worksheet
You will learn to give kind feedback, accept feedback calmly and say no politely.
Do each step in order. Be honest and use your own real-life examples.

1 Know Your Communication Style

There are 3 ways to respond when someone asks something of you. See how each one sounds.

Scenario: A friend asks to copy your homework. Here are 3 ways to reply.

PASSIVE
Gives in and stays quiet.
Sounds like:
"Um... okay, I guess."
Looks like:
Eyes down, quiet voice.
Result:
Your needs get ignored.

ASSERTIVE
Clear, calm and respectful.
Sounds like:
"I'm not comfortable with that, but I can help you another way."
Looks like:
Eye contact, steady voice.
Result:
Everyone is respected.

AGGRESSIVE
Loud, blaming and unkind.
Sounds like:
"No way! What is wrong with you?"
Looks like:
Glaring, raised voice.
Result:
Other people feel hurt.

Match it! Read each reply and write P, A or Ag.

P = Passive A = Assertive Ag = Aggressive

1. *"Fine, whatever you want."* **Style:** .....
2. *"I feel left out. Can we talk about it?"* **Style:** .....
3. *"You always ruin everything!"* **Style:** .....
4. *"I can't lend it, but I can help you find another way."* **Style:** .....

How do I usually respond? Tick ONE!

☐ Passive ☐ Assertive ☐ Aggressive ☐ It depends

2 Give Kind, Useful Feedback

Good feedback is specific, kind and about the work, not the person.

Scenario

Your classmate practises a 1-minute presentation. They had a great opening joke and a clear topic, but they spoke too fast and never looked up from their notes. Write your feedback below.

PRAISE **Start with what worked**

Try: "I really liked how you ___ because ___."

.....

.....

SUGGEST **Give ONE helpful idea**

Try: "Next time, you could ___ so that ___."

.....

.....

ENCOURAGE **Finish on a positive note**

Try: "I think you are going to do really well. ___"

.....

.....

Rewrite it! Turn each unhelpful comment into helpful feedback.

Unhelpful: *"That was boring."*

Helpful: .....

Unhelpful: *"Your drawing is bad."*

Helpful: .....

Kind Feedback Starters

PRAISE: **I really liked...** **I noticed that...** **You did well at...**

SUGGEST: **One idea is...** **It might help to...** **Have you tried...?**

3 Receive Feedback Well

Feedback can feel uncomfortable, even when it is kind. Here is how to handle it well.

Scenario

Your teacher says: *"Your ideas were great, but it was hard to hear you at the back of the room."*

PAUSE **Stay calm and listen**

Try: Take a breath. Don't interrupt. Don't argue yet.

What I can do with my face and body: .....

What I can say to myself: .....

ASK **Ask questions to understand**

Try: "Can you give me an example?" or "What could I try next time?"

My question: .....

What I think they mean: .....

THANK **Say thanks and make a plan**

Try: "Thanks for telling me. Next time I will ___."

I will say: .....

My action plan: .....

When I get feedback, I usually feel... Tick ALL that apply.

- ☐ Embarrassed
- ☐ Defensive
- ☐ Annoyed
- ☐ Curious
- ☐ Grateful
- ☐ Worried

A thought that helps me stay calm is: .....

Calm Replies

PAUSE: I need a moment to think

ASK: Can you show me an example? What could I try next time?

THANK: Thanks for telling me That is helpful to know

4 Say No Politely

Saying no is not rude. Say it clearly, calmly and kindly. Practise each reply out loud!

The Polite No Formula

SAY NO: No, thanks. | I'd rather not. | That's not for me.
REASON: I'm not comfortable with that. | I have other plans.
OFFER: But I can help another way. | Maybe another time?
STAY FIRM: I've already given my answer. | Like I said, no thanks.

SITUATION 1 A friend wants you to share an unkind meme about a classmate.

My polite NO: .....

What I could offer instead: .....

☐ I practised this out loud

SITUATION 2 A classmate keeps borrowing your things and never returns them.

My polite NO: .....

What I could offer instead: .....

☐ I practised this out loud

How confident do I feel saying no? Tick your choice!

★★★	★★☆	★☆☆
Very confident!	**A little confident**	**Still practising**
☐ Tick here	☐ Tick here	☐ Tick here

I am proud of myself because... .....

.....

Parent / Teacher Feedback

What the student did well: .....

One thing to try next time: .....

Communication stars: ☆ ☆ ☆ ☆ ☆ **Signed:** .....

Well done! You can speak up kindly and clearly!