

Time to Practice

With the preceding guidelines fresh in your mind, write an assertive response that is appropriate for the following situations:

1. You did not understand what someone just told you and want her to restate her message.

2. You believe you deserve a raise and decide to ask your boss directly.

3. You have been invited to a social event that does not interest you. Decline the invitation.

4. You are pleased about what someone has done. Tell him or her your feelings.

5. You don't think the project will be completed by the committed deadline. How will you say this assertively in an email to the client POC?
