

Assertive Communication Practice Worksheet

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1. Recognize Your Communication Style

Check the one that fits most often:

- ☐ Passive – I hold back my feelings or needs
- ☐ Aggressive – I express myself in a forceful or disrespectful way
- ☐ Passive-Aggressive – I avoid direct communication but show frustration indirectly
- ☐ Assertive – I express myself clearly, calmly, and respectfully

2. Practice Reframing Responses

Rewrite these common situations using assertive language.

Situation	Unhelpful Response	Assertive Response Example
A coworker interrupts you repeatedly	"Fine, whatever."	"I'd like to finish my thought before we move on."
A friend cancels plans last-minute	"You always do this!"	"I'm disappointed — I was looking forward to it. Can we reschedule soon?"
You're asked to work extra hours	"I guess I have to."	"I can't stay late today, but I can help first thing tomorrow."

3. Your Turn

Think of a recent situation where it was hard to speak up.

Describe what happened: _____

How did you respond? _____

What would an assertive version sound like? _____

4. Assertive Communication Tips

- Use "I" statements ("I feel..." instead of "You always...")
- Keep your tone calm and even.
- Maintain eye contact and relaxed posture.

- Say what you want — not just what you don't want.
- Practice with small, low-stakes conversations first.

5. Reflection

How did practicing assertive language feel? What made it easier or harder?
