PARIS BE HEARD.

COMMUNICATION SKILLS WORKBOOK

PREPARATION | AUDIENCE AWARENESS | RESPONSE AND REBUTTAL | IMPROVISATION | SOLIDARITY

LEARNER COPY



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PARIS: BE HEARD.

Communication Skills Workbook

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Purpose and scope. PARIS is a communication-skills framework intended for educational and skills-development use. It is not a diagnostic instrument, a psychotherapy protocol, or a substitute for individualized assessment, treatment, crisis intervention, or professional judgment.

Safety. Communication skills should be adapted to developmental level, context, and safety needs. A young person should not be encouraged to continue a conversation that is threatening, abusive, coercive, or otherwise unsafe.

PARIS = Preparation · Audience Awareness · Response and Rebuttal · Improvisation · Solidarity

How to Use This Workbook

PARIS is a five-part way to prepare for conversations, understand the person you are talking with, respond when you disagree, adapt when things change, and stay connected without giving up your own voice.

The goal

Being heard does not mean everyone will agree with you or give you what you want. The skill is communicating what you mean as clearly and effectively as you can.

Before you begin

Think of one conversation you wish were easier. You can use the same conversation across the five weeks or choose a new one as your skills grow.

A conversation I want to handle better:

My confidence right now:

1 2 3 4 5 6 7 8 9 10

WEEK 1

P

Preparation

Know your goal and main message before the conversation.

The idea

Preparation means knowing what you want to communicate before the moment gets away from you. You do not need a script. You need a direction.

Activity 1 - Separate the Pieces

What conversation am I preparing for?

What happened? Write what you know, not what you assume.

What am I feeling?

- ☐ Angry
- ☐ Frustrated
- ☐ Nervous
- ☐ Embarrassed
- ☐ Sad
- ☐ Confused
- ☐ Excited
- ☐ Other: _____

What do I want to happen after this conversation?

Activity 2 - Know Your Ground

What do I know for sure?

What am I assuming?

What questions do I need answered?

My main message in one or two sentences:

Real-world practice

Use Preparation before one real conversation this week.

WEEK 2

A

Audience Awareness

Understand who is listening and how your message may land.

The idea

Audience Awareness means thinking about the person who has to hear your message. Understanding their perspective is not the same as agreeing with it.

Activity 1 - Read the Audience

Who am I talking with?

What probably matters to this person?

What might they be worried about?

How might they see this differently from me?

What could make it easier for them to hear me?

Activity 2 - Change the Delivery, Not the Message

My request:

To a friend:

To a parent/caregiver or trusted adult:

To a teacher, coach, supervisor, or professional:

What changed in my delivery? What stayed the same?

Real-world practice

Before one conversation, spend a minute thinking about the other person's perspective and choose your timing and wording on purpose.

WEEK 3

R

Response and Rebuttal

Listen, answer, disagree, and advocate without attacking.

The idea

A strong response begins with listening. Rebuttal means explaining where you disagree or what you think is missing without attacking the person.

Activity 1 - Hear It Before You Answer It

Something the other person might say:

Their point, summarized fairly:

What part can I understand or agree with?

Where do I see it differently?

What reason, example, or information supports my response?

Activity 2 - Rebuttal Without the Fight

Rewrite each reaction into a response that keeps the conversation going.

Reaction	A stronger response
That's stupid.	
You never listen to me.	
Whatever. I don't care.	
You're wrong.	
Why should I even bother?	

A sentence I can use when I feel defensive:

Real-world practice

In one disagreement, summarize the other person's point before giving your own.

WEEK 4

Improvisation

Adjust when the conversation changes without losing your direction.

The idea

You can prepare for a conversation, but you cannot control it. Improvisation means noticing what changed and choosing your next move instead of automatically reacting.

RESET

Recognize what changed. Exhale and slow down. Select your goal again. Explore another approach. Try the next move.

Activity 1 - When Things Change

My original goal:

Something unexpected that might happen:

My automatic reaction might be:

A more useful response could be:

If my first approach does not work, Plan B is:

Activity 2 - Choose Your Next Move

Imagine you ask for something important and hear, "No. We are not discussing this." Write three possible responses.

Option 1:

Option 2:

Option 3:

Which is most likely to move the conversation forward? Why?

If I need to pause, I can say:

Real-world practice

When something unexpected happens, use one RESET step before responding. Even a short pause counts.

WEEK 5

S

Solidarity

Protect dignity and connection while still speaking honestly.

The idea

Solidarity means remembering that you are communicating with another person, not an enemy. You can advocate for yourself while protecting dignity, connection, and shared purpose.

Activity 1 - Find Shared Ground

Who is this conversation with?

What do I want?

What might they want?

What do we both care about?

What boundary or value do I need to protect?

How can I show respect without giving up my position?

Activity 2 - Put PARIS Together

P - Preparation: My goal and main message:

A - Audience Awareness: What I need to understand about them:

R - Response and Rebuttal: What they may say and how I can respond:

I - Improvisation: What I will do if things change:

S - Solidarity: What shared ground or relationship I want to protect:

Final PARIS Practice

Choose one real conversation. Plan it using all five PARIS skills, then rehearse it with another person if you can.

- ☐ I know my goal and main message.
- ☐ I have considered the other person's perspective.
- ☐ I can summarize what they may say before responding.
- ☐ I have another approach if the conversation changes.
- ☐ I know what shared ground, relationship, value, or boundary matters.

What did I do well?

Where did I get stuck?

What will I change before the real conversation?

Five-Week Reflection

My confidence now:

1 2 3 4 5 6 7 8 9 10

The PARIS skill that helped me most:

Something I understand about myself as a communicator now:

A conversation I handled differently:

One skill I still want to improve:

BE HEARD.

Preparation gives you direction. Audience Awareness helps you understand who is listening. Response and Rebuttal keep you clear in disagreement. Improvisation keeps you flexible. Solidarity keeps the conversation human.