



LISTENING ASSESSMENT

Directions: Rate yourself on a scale of 1-5 for each item. 1 = very infrequently like you; 5 = very frequently like you.

- _____ 1. Do you want to listen?
- _____ 2. Do you put what you are doing out of sight and out of mind?
- _____ 3. Do you make eye contact?
- _____ 4. Do you ignore or eliminate distractions?
- _____ 5. Do you smile, nod your head, and otherwise encourage the other person to talk?
- _____ 6. Do you think about what you will say?
- _____ 7. Do you try to figure out what the other person means through clarification?
- _____ 8. Do you try to figure out why the person is saying it?
- _____ 9. Do you let the other person finish what he or she is trying to say?
- _____ 10. If the person hesitates, do you encourage him or her to go on?
- _____ 11. Do you restate or paraphrase what the person says and ask if you got it right?
- _____ 12. Do you withhold judgment about the idea or problem until the person is finished?
- _____ 13. Do you listen regardless of the person's manner of speaking and choice of words?
- _____ 14. Do you listen even though you anticipate what the person is going to say?
- _____ 15. Do you question the person in order to get him or her to explain the idea more fully?
- _____ 16. Do you ask what is meant by some words to eliminate misunderstanding later?

Total

How Well Do You Listen?

- 80 -70 Excellent! . . . You do a fine job of listening.
- 69 - 59 Your efforts are positive and done well.
- 58 - 48 Some areas are fine and above average. Pick a few areas to work on.
- 47 or less Listening is a skill that can be learned. Practice to improve. It will make a difference in your communication with others.