

LISTENING SELF-EVALUATION

How often do you use the following ten important skills of effective listening? Check yourself carefully on each one. A score below 70 means you need to work on your listening. A score between 71 and 90 means you listen well. Over 90 means you are a great listener.

	ALMOST ALWAYS 10 PTS	USUALLY 8 PTS.	SOME- TIMES 6 PTS.	SELDOM 4 PTS.	NEVER 2 PTS
I encourage others to talk by listening instead of speaking					
I give others my full attention when they speak to me.					
I assume everyone has something worthwhile to say.					
I use questions to guide speakers so they will make their message clear to me.					
I respond to speakers nonverbally with actions and facial expressions.					
I give verbal feedback to tell speakers how they are getting through to me.					
I relay messages for clarity, ex: "This is how I heard what you said....."					
I am aware of voice tone and actions that give away unstated messages.					
I draw mental outlines or images as I listen to capture important points.					
I review mental outlines as I listen so I don't forget important points.					
TOTAL =					