

ACTIVE LISTENING SELF-ASSESSMENT

	Always	Sometimes	Never
1. I am able to concentrate on the speaker even when there are distractions.	0	0	0
2. I look directly at people when they are speaking.	0	0	0
3. I am able to understand what people mean, not simply hearing what people say.	0	0	0
4. I don't interrupt, correct, or complete sentences when others are speaking.	0	0	0
5. I understand and control my own biases when judging what others say.	0	0	0
6. I avoid doing things that will distract speakers and others who are listening.	0	0	0
7. I listen and show respect to speakers even when I'm not interested in the subject.	0	0	0
8. I listen and show respect to speakers even when I feel I may know more about the subject.	0	0	0
9. I ask questions or rephrase the speaker's comments to ensure that I understand what has been said.	0	0	0
10. I do not let my thoughts wander when others are speaking.	0	0	0
11. I am in control of my emotions when others are speaking.	0	0	0
12. I support and encourage the speaker by using gestures, expressions and comments.	0	0	0

If you answered **always** to every statement above, consider yourself an active listener. If you have answered **sometimes** or **never**, to any of these statements, you should practice that strategy to improve your listening ability.