

Listening Skills Profile

Check the appropriate box beside each listening skill. Give yourself **2** points for “Almost Always”, **1** for “Often” and **0** for “Rarely/Never.” Add up the points, then check below for your “Listening Skills Rating”

Listening Skill	Rarely or Never	Often	Almost Always
I avoid interrupting others.			
I use affirmative head nods to demonstrate interest and understanding.			
I put away what I'm doing when someone is talking.			
I put myself in the speaker's shoes so that I understand the speaker's viewpoint.			
I ask questions.			
I listen, even if I don't particularly like the speaker.			
If I don't understand, I tell the person and ask to have the material clarified.			
I respect other people's rights to their opinions.			
I paraphrase and respond to verify understanding.			
I avoid talking too much.			
I enjoy listening.			
I use good eye contact.			
I listen to the tone of a person's voice and watch gestures to understand the real meaning of the words.			
I don't immediately start building counter-arguments if I hear something I disagree with; I listen to the complete message.			
I assess the content of the message and organize it in my mind.			
I listen equally well to a person of a different age, gender, race or culture as I do to a person who is similar to myself.			
I take notes if I feel I need to in order to assume responsibility for completeness.			
I move smoothly from the role of listener to the role of speaker, and vice-versa.			
If I don't hear the speaker, I ask politely for the information to be repeated.			
I know that listening is an important success skill, and I continually work to improve it.			

30-40 points = You're all ears! You definitely listen to what others need to communicate.

20-30 points = You listen with only 1 ear & may be missing some important messages.

0-20 points = You've got ear muffers on! Take them off! You're missing important messages from everyone!