



Checklist For Active Listening

	<u>YES</u>	<u>NO</u>
Do you maintain eye contact?	<input type="checkbox"/>	<input type="checkbox"/>
Do you try to paraphrase what has been said before you respond?	<input type="checkbox"/>	<input type="checkbox"/>
Do you ask questions at the end of the speaker's statement to completely understand what the speaker said?	<input type="checkbox"/>	<input type="checkbox"/>
Do you make an effort to understand the speaker's point of view?	<input type="checkbox"/>	<input type="checkbox"/>
Do you give speakers the opportunity to finish what they are saying before you speak?	<input type="checkbox"/>	<input type="checkbox"/>
Do you consciously watch the speaker's body language for additional clues as to how the speaker feels about the topic under discussion?	<input type="checkbox"/>	<input type="checkbox"/>
Do you maintain eye contact with the speaker at least 90% of the time?	<input type="checkbox"/>	<input type="checkbox"/>
Does your facial expression, posture, and body language indicate your interest in what the speaker is saying?	<input type="checkbox"/>	<input type="checkbox"/>
Do you resist the temptation to verbally or mentally finish what you think the speaker is going to say?	<input type="checkbox"/>	<input type="checkbox"/>
Do you put aside preconceived opinions about the speaker's viewpoint and really listen with an open mind?	<input type="checkbox"/>	<input type="checkbox"/>
Do you periodically assess your listening skills by reflecting on your listening strengths and weaknesses?	<input type="checkbox"/>	<input type="checkbox"/>