

Ways I can become a better listener

1. I can start bringing notebooks or something to write with. This way I can avoid thinking of other things or daydream and start trying to focus on the main points of the speaker
2. I can work on not being as judgemental to help avoid assuming what the speaker knows or what they say is true or not. I can do this by keeping an open mind and focusing more on the facts than appearance of delivery.

### Listening Self-Evaluation Worksheet

Name Victoria Anderson Section \_\_\_\_\_

How often do you indulge in the following bad listening habits? Check yourself carefully in each one:

HABIT	FREQUENCY					SCORE
	Almost Always	Usually	Sometimes	Seldom	Almost Never	
1. Giving in to mental distractions	_____	<u>X</u>	_____	_____	_____	<u>4</u>
2. Giving in to physical distractions	_____	_____	_____	<u>X</u>	_____	<u>8</u>
3. Trying to recall everything a speaker says	_____	_____	_____	_____	<u>X</u>	<u>10</u>
4. Rejecting a topic as uninteresting before hearing the speaker	_____	_____	_____	_____	<u>X</u>	<u>10</u>
5. Faking paying attention	_____	_____	<u>X</u>	_____	_____	<u>6</u>
6. Jumping to conclusions about a speaker's meaning	_____	_____	<u>X</u>	_____	_____	<u>6</u>
7. Deciding a speaker is wrong before hearing everything she or he has to say	_____	_____	_____	_____	<u>X</u>	<u>10</u>
8. Judging a speaker on personal appearance	_____	_____	<u>X</u>	_____	_____	<u>6</u>
9. Not paying attention to a speaker's evidence	_____	_____	_____	_____	<u>X</u>	<u>10</u>
10. Focusing on delivery rather than on what the speaker says	_____	_____	<u>X</u>	_____	_____	<u>6</u>
TOTAL						<u>76</u>

How to score:

- For every "almost always" checked, give yourself a score of 2  
 For every "usually" checked, give yourself a score of 4  
 For every "sometimes" checked, give yourself a score of 6  
 For every "seldom" checked, give yourself a score of 8  
 For every "almost never" checked, give yourself a score of 10

Total score interpretation:

0 to 70	You need lots of training in listening.
71 to 89	You listen well.
90 to 100	You listen exceptionally well.