



How Are Your Listening Skills?

The following quiz is designed to show you what skills are necessary to be a good listener.

Answer these questions by grading your Listening Behaviors. Read the question and think about whether the statements are true of you. If the statement is always true of you, select an "Always" from the menu under the column that says "my grade." If the statement is not always true of you, then choose "Sometimes". "Rarely" would indicate that you would rarely or never listen that way.

	Listening Behavior	My grade
1.	I allow speakers to complete sentences before I speak.	Always/Sometimes/Rarely
2.	I make sure I understand the other person's point of view before I respond.	Always/Sometimes/Rarely
3.	I listen for the speaker's important points.	Always/Sometimes/Rarely
4.	I try to understand the speaker's feelings.	Always/Sometimes/Rarely
5.	I attempt to visualize my response before I speak.	Always/Sometimes/Rarely
6.	I visualize the solution before speaking.	Always/Sometimes/Rarely
7.	I am in control, relaxed, and calm when listening.	Always/Sometimes/Rarely
8.	I use listening noises such as yes, gee, I see.	Always/Sometimes/Rarely
9.	I take notes when someone else is speaking.	Always/Sometimes/Rarely
10.	I listen with an open mind.	Always/Sometimes/Rarely
11.	I listen even if the other person is not interesting.	Always/Sometimes/Rarely
12.	I listen even if the other person is a moron.	Always/Sometimes/Rarely
13.	I look directly at the person speaking.	Always/Sometimes/Rarely
14.	I am patient when I listen.	Always/Sometimes/Rarely
15.	I ask questions to be sure I understand the speaker.	Always/Sometimes/Rarely
16.	I do not allow distractions to bother me when I listen.	Always/Sometimes/Rarely

14-16 **Always** excellent listener.

11 to 13 **Always** good listener but could use some help in a few areas.

7 to 10 **Always** statements, you are a fair listener.

4 to 6 **Always** statements, you are a poor listener.

< 4 **Always** indicates an extremely poor listener.