

LISTENING SKILLS SURVEY

It has been said that God gave us two ears and only one mouth so that we might listen twice as much as we speak. To be good communicators we need to be able to take in what another is saying before we can reply meaningfully. Listed below are ten traits of an effective listener. On a scale of 1-5, circle the number which best fits how you evaluate your strengths as a listener.

1. I listen without interrupting. I wait until the speaker is finished to reply.

1	2	3	4	5
Almost Never	Seldom	Sometimes	Often	Almost Always

2. I focus fully on the speaker's message without planning my rebuttal as I listen.

1	2	3	4	5
Almost Never	Seldom	Sometimes	Often	Almost Always

3. I am totally present to the speaker without being distracted or preoccupied.

1	2	3	4	5
Almost Never	Seldom	Sometimes	Often	Almost Always

4. I wait to give advice until the speaker asks for my opinion or feedback.

1	2	3	4	5
Almost Never	Seldom	Sometimes	Often	Almost Always

5. I ask clarifying questions when I don't understand the speaker's message.

1	2	3	4	5
Almost Never	Seldom	Sometimes	Often	Almost Always

6. I listen for the key topics or ideas rather than getting stuck on individual words.

1	2	3	4	5
Almost Never	Seldom	Sometimes	Often	Almost Always

7. I use body language, like a nod, or an interjection, like "Umm" to show that I "get it".

1	2	3	4	5
Almost Never	Seldom	Sometimes	Often	Almost Always

8. I can listen to topics that are uncomfortable to me without trying to change the subject.

1	2	3	4	5
Almost Never	Seldom	Sometimes	Often	Almost Always

9. I can limit my speaking in order to give the other person a chance to be heard.

1	2	3	4	5
Almost Never	Seldom	Sometimes	Often	Almost Always

10. I avoid completing the speaker's sentence when there is a pause in her message.

1	2	3	4	5
Almost Never	Seldom	Sometimes	Often	Almost Always