

## LISTENING TEST

After you've responded to each of the following questions, tally your score and see how you rate according to the scale.

	Always	Almost Always	Usually	Almost Never	Never
1. Do you like to listen to other people talk?	5	4	3	2	1
2. Do you encourage others to talk?	5	4	3	2	1
3. Do you listen even if you don't like the person speaking?	5	4	3	2	1
4. Do you listen equally well whether the person is a man or woman?	5	4	3	2	1
5. Is how you listen unaffected by whether the speaker is a friend, an acquaintance or a stranger?	5	4	3	2	1
6. Do you put what you have been doing out of sight and out of mind?	5	4	3	2	1
7. Do you look at the person speaking, occasionally smiling and nodding your head?	5	4	3	2	1
8. Do you let the other person finish a sentence before you speak?	5	4	3	2	1
9. In class or during any formal presentation do you think about what is being said, even if you feel the subject is uninteresting?	5	4	3	2	1
10. Do you ignore the distractions around you?	5	4	3	2	1
11. Do you try to understand, beyond the actual words, what message is being conveyed?	5	4	3	2	1
12. Do you try to determine the motive behind a message?	5	4	3	2	1
13. If the speaker hesitates, do you encourage him/her to go on?	5	4	3	2	1
14. Do you restate an idea and ask if you have understood right?	5	4	3	2	1
15. Do you withhold judgment on an idea until you've heard all of it?	5	4	3	2	1
16. Do you listen regardless of the manner of speaking and words?	5	4	3	2	1
17. Do you listen even though you can anticipate the next word?	5	4	3	2	1
18. Do you often ask questions in order to have an idea explained more fully?	5	4	3	2	1
19. Do you ask for clarification of words and terms?	5	4	3	2	1
20. Do you give your full attention to the person communicating with you, forgetting about other things on your mind?	5	4	3	2	1

\_\_\_\_\_ Total Listening Skills Score

Scoring 75 or better, you're a good listener. 50-75 you're just about average. Below 50, you've not time to waste. Immediately begin a program to improve your listening skills.