

Business

The Active Listening Skills Check

0 Never 1 rarely 2 sometimes 3 quite often 4 Very Often 5 Always

Statement	Score
1. I tend to talk more than I listen	
2. People complain that I interrupt them	
3. I can forget what someone has just said to me	
4. When other people are talking I find myself thinking about what I am going to say next	
5. I ignore people who I find boring	
6. I ignore people because I do not like them	
7. I think some people do not say anything of value	
8. I daydream while others talk	
9. I react emotionally to one thing a person has said and ignore the rest.	
Total	

Total Score

37-45 It's time to tune up your listening skills

21-36 Room for improvement

0-20 You are listening actively most of the time

How do you think you could improve your listening?

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Teachers Notes

This starter could be a lead in to a lesson on active listening, counselling or Meeting skills. Be sure to point out the rating scale before giving out the handout. Some students may simply just tick answers otherwise and if students are weak at mental arithmetic have a calculator on stand by.

Follow up exercise

One way to follow up the lesson would be to:

1. Put students into pairs (Or threes)
2. Take aside 1 person out of each pair and assign them a role. For half of them say that they are not to pay any attention to the other student whatsoever when they start talking and for the other half tell them to pay as much attention to them as possible.
3. Tell the other students that they are going to talk about their weekend and to note the reactions of their partners. (For groups of three allocate an observer)
4. Ask students to say how they felt in that situation where somebody either paid attention or didn't.