Listening Skills Questionnaire

	Listening Behavior	Always (A), Sometimes (S) or Never (N)
1.	I allow speakers to complete sentences before I speak.	
2.	I make sure I understand the other person's point of view before I respond.	
3.	I listen for the speaker's important points.	
4.	I try to understand the speaker's feelings.	
5.	I wait and visualize my response before I speak.	
6.	I give my full attention to the speaker without multitasking.	
7.	I am in control, relaxed, and calm when listening.	
8.	I use supportive responses such as yes, really, I see.	
9.	If I'm not sure of the speaker's message, I repeat back their main points and ask if I got it right.	
10.	I listen with an open mind.	
11.	I listen even if the other person is not interesting.	
12.	I listen even if the other person is a moron.	
13.	I look directly at the person speaking.	
14.	I am patient when I listen.	
15.	I ask questions to be sure I understand the speaker.	
16.	I do not allow distractions to bother me when I listen.	