Personal Assessment of Listening Ability

Examine your own listening habits and tendencies. Respond to each question with the following scale:

1 = Always  2 = Frequently  3 = Sometimes  4 = Seldom  5 = Almost Never

1. I focus on myself during an interaction, which results in my missing some of what the speaker has said.

2. I allow my mind to wander away from what the speaker is talking about.

3. I try to simplify messages I hear by omitting details.

4. I focus on a particular detail of what the speaker is saying instead of general meanings the speaker wishes to communicate.

5. I allow my attitudes toward the topic or the speaker to influence my evaluation of the message.

6. I hear what I expect to hear instead of what is actually being said.

7. I listen passively, letting the speaker do the work while I relax.

8. I listen to what others say, but I don’t feel what they are feeling.

9. I judge and evaluate what the speaker is saying before I fully understand the meanings intended.

10. I listen to the literal meanings that a speaker communicates but do not look for the hidden or underlying meanings.

Total Score

All statements describe ineffective listening tendencies. High scores, therefore, reflect effective listening and low scores reflect ineffective listening. If you scored significantly higher than 30, then you probably have better-than-average listening skills. Scores significantly lower than 30 represent lower-than-average listening skills. Regardless of your score, however, most people can significantly improve their listening skills.

Devito, Joseph A. Human Communication: The Basic Course.

Listening Skills: What’s the difference between listening in an academic setting and other settings?
What complicates Note Taking?

1.

2.

3.

4. The need for ___________ attention.

5. Other?

What are some barriers to our own note taking that we can remove?

What can we do prior to class to help with our own ability to take notes?

1.

2.

3.

What can we do during class to help take better notes?

1.

2.

3.

4.

5. ___________ if your mind wanders.

6. Commit!!
What can we do after class to help with note taking?

1.

2.

3. Other?

Guided Notes: Tools used to guide your note taking process.

Examples of Guided Notes

1.

2.

3.

Cornell Notes: Tools used to organize the note taking and review process.

T-Notes

Discussion Notes

1. At the end of class, ________________ major ideas

2. Tend to be ________________