

# Listening Skills: Observation Checklist



Student: \_\_\_\_\_ Class: \_\_\_\_\_

Observer: \_\_\_\_\_ Date: \_\_\_\_\_

	Check if observed	Comments
<b>Active Listening Skills</b>		
Focuses on the purpose of listening (e.g., to provide information, answer specific questions, give examples, et cetera)		
Looks at speaker		
Controls personal activity level		
Demonstrates responsive reaction (e.g., nods, smiles)		
Shows appreciation for speaker's ideas		
Makes notes on main points		
Draws reasonable conclusions from material heard		
Asks for clarification or examples when appropriate		
Withholds judgment on ideas till presentation is completed		
Uses respectful language in any feedback/questions		
Discerns exaggeration, bias, prejudice, or emotional hype in language		
Can identify main argument or ideas after presentation is complete		
<b>Other Skills</b>		