Listening Self-Assessment

You can check your own listening skills by taking this four-minute self-assessment. As you take this, please think of a specific environment – at work, at home, or performing community work.

There is no ‘right’ or ‘wrong’ answer to the questions. The questions do not determine listening ability.

Please read each question carefully. Then determine from the rating scale how frequently you typically use the behaviors described in the environment you are considering. Choose one of the possible responses for each of the listening practices:


1. Seem patient and unhurried during conversations and meetings _______
2. Respect others’ ideas and words regardless of business, social, or economic status _______
3. Give full attention and am not preoccupied with other concerns _______
4. Show appropriate nonverbal responses, such as nodding and facial expressions _______
5. Listen more than talk _______
6. Ask relevant questions for clarification of points that are technical or misunderstood. _______
7. Take notes during conversations _______
8. Stay on topic and ensure proper closure or agreement before changing the subject. _______
9. Accurately recall comments or agreements at a later date _______
10. Follow up with prompt actions _______
11. Encourage others to give their views on subjects under discussion _______
12. Appear to listen with an open mind free from personal biases. _______
13. When encountering a difficult situation, I remain steady, calm, and patient. _______
14. Correctly anticipate where the conversation is going _______
15. Maintain comfortable eye contact with speaker. _______
16. Allow others to finish without interrupting. _______
17. Hold outside calls and distractions to a minimum during meetings and conversations. _______
18. Repeat, paraphrase, or summarize comments to ensure understanding. _______
19. Place myself in others’ position and understand their concerns and feelings. _______
20. Consider content and logic, not be critical of others’ delivery, appearance, grammar, vocabulary, etc. _______