

# Effective Listening Points & Checklist

A good listener will:

1. Look at the person and use their name.
  2. Sit near where they are within good listening distance.
  3. The more confidential the conversation, the closer you will need to be to the person talking.
  4. Wait for the person talking to finish before you speak.
  5. Show your interest in what is being said by nodding, saying 'yeah', or saying 'uh huh'.
  6. Demonstrate your understanding and effective listening by asking questions, restating, and saying thanks
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## **EFFECTIVE LISTENING Checklist- SW A**

Name of speaker \_\_\_\_\_ Date \_\_\_\_\_

Below is the checklist to be used by the student listener or speaker to check for effective listening skills.

Does the listener

Make a Y or an N for yes or no on each:

1. \_\_\_\_\_ Look at me? \_\_\_\_\_ Make eye contact? \_\_\_\_\_ Use my name?
2. \_\_\_\_\_ Show they are listening with words of "uh huh", "yeah", or head nods?
3. \_\_\_\_\_ Sit at the right distance, and appear to pay attention to my story?
4. \_\_\_\_\_ Wait for me to finish before talking, or commenting?
5. \_\_\_\_\_ Re-state my comments, ask questions, and say thanks at the end?