

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

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?