

SELF-ASSESSMENT: ACTIVE LISTENING

Rate yourself on each statement:

- In need of improvement
- My skills are emerging
- I'm meeting the standards
- I'm exceeding the expectations

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Category	In need of improvement	My skills are emerging	I'm meeting the standards	I'm exceeding the expectations
Attention	I am easily distracted and rarely give my full attention to the speaker	I sometimes listen attentively but get distracted	I usually give my full attention to the speaker	I always give my full attention and show interest when others are speaking
Understanding	I rarely understand the main message of what is said	I sometimes understand but often miss key points	I usually understand the main points of the conversation	I fully understand, interpret accurately, and clarify the speaker's message
Responding	I rarely respond appropriately or give feedback	I sometimes give appropriate responses, but not consistently	I usually respond appropriately and give relevant feedback	I consistently respond thoughtfully and ask meaningful follow-up questions
Non-verbal Cues	I rarely use eye contact or body language to show I am listening	I sometimes use eye contact and gestures, but not consistently	I usually use non-verbal cues (eye contact, nodding) to show I am listening	I always use effective non-verbal communication to demonstrate active listening



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Reflective questions

1. What do I do that shows others I am fully paying attention?
2. When do I find it hardest to listen actively, and why?
3. What strategies can I use to improve my ability to respond thoughtfully to others?

Guidelines for action

1. Identify Strengths and Growth Areas
 - Highlight one area where you already demonstrate strong listening skills.
 - Highlight one area where you can improve.
2. Set a SMART Goal
 - Example: "I will practice maintaining eye contact and summarizing the key point of each conversation for the next two weeks."
3. Choose an Action Step
 - Pick one listening skill to strengthen immediately (e.g., avoiding distractions, paraphrasing what you heard, asking clarifying questions).
4. Monitor Your Progress
 - Keep a weekly reflection: How did I listen this week? Did I notice improvements?
5. Seek Feedback
 - Ask a peer, teacher, or mentor how well you listen and respond in conversations.
6. Review and Reassess
 - After 6–8 weeks, retake the self-assessment.
 - Reflect on your progress and set a new listening goal.

