

# Listening Awareness Inventory Activity

**Resources:**

Listening Awareness Inventory Handout, pen and pencils

**Approximate Time:**

5-10 minutes

**Purpose:**

To reinforce the importance of listening as one of the most important keys to communication and understanding of others.

**Directions:**

1. Distribute the Listening Awareness Inventory to participants.
2. Instruct participants to read each question and circle their response to each - a 1 for "Almost Always", a 2 for "Usually", a 3 for "Seldom", and a 1 for "Never".
3. Add all circles responses together to get a total.
4. Check what category your total falls into.
5. Ask participants if they are surprised to see what category they are in.
6. Optional activity to suggest to participants:
  - a. Give this assessment to someone who knows you well (parent/sibling/friend/confidant) and ask them to give you feedback on each question in terms of how they observe your listening techniques.
  - b. Accept this feedback without reading it defensively. It may be a learning experience for both of you.

**Modification:**

This activity can be done via online or telephone presentation formats by following the instructions as presented. When asking participants the question if they are surprised by the results, encourage the use of the online chat box.

# Listening Awareness Inventory Activity

*Directions: Read each one of the ten questions below and answer by circling a 4 for Almost Always; a 3 for Usually; a 2 for Seldom; and a 1 for Never.*

Listening Question	Almost Always 4	Usually 3	Seldom 2	Never 1
1. Do you let people finish what they are trying to say before you speak?	4	3	2	1
2. If the person hesitates, do you try to encourage him/her... rather than start your reply?	4	3	2	1
3. Do you withhold judgement about the person's idea until he/she has finished?	4	3	2	1
4. Can you listen fully even though you think you know what he/she is about to say?	4	3	2	1
5. Can you listen non-judgmentally even if you do not like the person who's talking?	4	3	2	1
6. Do you stop what you're doing and give full attention when listening?	4	3	2	1
7. Do you give the person appropriate head nods, and non-verbals to indicate that you are listening?	4	3	2	1
8. Do you listen fully regardless of the speaker's manner of speaking? (i.e. grammar, accent, choice of words, etc.)	4	3	2	1
9. Do you question the person to clarify his/her ideas more fully?	4	3	2	1
10. Do you restate/paraphrase what is said and ask if you got it right?	4	3	2	1
Subtotals (Total each column)				
Total Points (Add all four columns together)				

over

# Listening Awareness Inventory Activity

Now see how you are doing:

## TOTAL SCORE

- 36-40 Points**      **Outstanding!** Truly attentive and trying to listen. Probably have the reputation of being a good listener.
- 30-35 Points**      **Very good.** With some effort, you could move into the upper range. Probably need to put more effort into attention and judgmental evaluation.
- 26-29 Points**      **Need work.** Identify your lowest self-ratings and ask why you see yourself that way. Does it interfere with your schooling or relationships? What would the pay-off be if you could improve?
- 25 Points or below**      **Most of all, ask yourself...was I really serious about this test?** If you were, then examine your behavior. What are you getting by answering the way you did? What would you gain if you could answer each question more positively?
- General Hint:**      If you are truly oriented toward becoming all that you can be, go back and try this one on for size: Give this assessment to someone who knows you well (parent/sibling/friend/confidant) and ask them to give you feedback on each question in terms of how they observe your listening techniques. Accept this feedback without reading it defensively. It may be a learning experience for both of you.