

## LISTENING REPORT CARD

Did you...

+choose a quiet place without distractions?	-Remain in a noisy environment?
+Maintain eye contact?	-Fail to maintain eye contact?
+Provide non-verbal feedback? (nods, smiles)	-Fail to provide feedback?
+Focus full attention on listening?	-Continue working on another task?
+Listen for key ideas?	-Mentally plan reply? (or other things)
+Allow speaker to complete thought?	-Interrupt? Jump to conclusions based on part of a message?
+Restate the message, ask questions for clarification?	-Assume you understood the message?
+ Points	-Points
Total=	+8=A

## REVIEW COMMUNICATION SKILLS

AREA	TOO LITTLE		TOO MUCH
Verbal content		<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	
Nonverbal content		<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	
Feedback		<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	
Voice-Volume		<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	
Voice-Tone		<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	
Voice-Pitch		<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	
Voice-Pace		<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	
Voice-Clarity		<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	