



CDFG, Marine Region

Mission Statement: To protect, maintain, enhance and restore California's marine ecosystems for their ecological values and their use and enjoyment by the public

EFFECTIVE LISTENING = EFFECTIVE COMMUNICATION

RATE YOUR LISTENING HABITS

As a listener, how frequently do you engage in the following listening behaviors? Place a check in the appropriate column, and determine your rating based on the scale at the bottom of the page. Start to notice and be aware of your habits. Choose behaviors that will help your communication efforts rather than detract.

Listening Habit	Very Seldom 10	8	6	4	Almost Always 2
1. Faking attention, pretending to be interested when you're really not.	_____	_____	_____	_____	_____
2. Being passive—not asking questions or trying to obtain clarifications, even when you don't understand.	_____	_____	_____	_____	_____
3. Listening mainly to what a speaker says rather than his or her feelings or seeking to understand.	_____	_____	_____	_____	_____
4. Allowing yourself to be distracted too easily.	_____	_____	_____	_____	_____
5. Not being aware of the speaker's facial expressions and nonverbal behavior.	_____	_____	_____	_____	_____
6. Tuning out material that is complex or contrary to your own opinion.	_____	_____	_____	_____	_____
7. Drawing conclusions, having your mind made up before hearing the speaker's full line of reasoning.	_____	_____	_____	_____	_____
8. Allowing yourself to daydream or wander mentally.	_____	_____	_____	_____	_____

9. Feeling restless, impatient, eager to end the conversation.

10. Interrupting the speaker, taking over the conversation to get in your own side of things.

Your total score: _____

90—100	Superior
80—89	Very good
70—79	Good
60—69	Average
50—59	Below average
0—49	Far below average