

Listening Style Questionnaire

(Adapted from Bone's *The Business of Listening: A Practical Guide to Effective Listening*)

Please respond according to your first reaction to each statement.

Circle your answer (Y, N).

When you are finished, total the Ys and Ns in the blanks at the bottom.

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|---|---|---|
| 1. I am interested in many subjects and do not knowingly tune out dry-sounding information. | Y | N |
| 2. I listen carefully for a speaker's main ideas and supporting points. | Y | N |
| 3. I take notes during meetings to record key points. | Y | N |
| 4. I am not easily distracted. | Y | N |
| 5. I keep my emotions under control. | Y | N |
| 6. I concentrate carefully and do not fake attention. | Y | N |
| 7. I wait for the speaker to finish before finally evaluating the message. | Y | N |
| 8. I respond appropriately with a smile, nod or a word of acknowledgement, as a speaker is talking. | Y | N |
| 9. I am aware of mannerisms that may distract a speaker and keep mine under control. | Y | N |
| 10. I understand my biases and control them when I am listening. | Y | N |
| 11. I refrain from constantly interrupting. | Y | N |
| 12. I value eye contact and maintain it most of the time. | Y | N |
| 13. I often restate or paraphrase what the speaker said to make sure I have the correct meaning. | Y | N |
| 14. I listen for the speaker's emotional meaning as well as subject matter content. | Y | N |
| 15. I ask questions for clarification. | Y | N |
| 16. I do not finish other people's sentences unless asked to do so. | Y | N |
| 17. When listening on the telephone one hand is kept free to take notes. | Y | N |
| 18. I attempt to set aside my ego and focus on the speaker rather than on myself. | Y | N |
| 19. I am careful to judge the message rather than the speaker, | Y | N |
| 20. I am a patient listener most of the time. | Y | N |

Total Score

Total Y _____

Total N _____

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Listening Style

This instrument is not a statistically validated survey, however it will give you a quick idea of the way you listen to others - i.e. your Listening Style.

This instrument was adapted from Bone's The Business of Listening: A Practical Guide to Effective Listening

Your Listening Style

- How you receive and respond to input from others
 - Receiving the Message
 - Reflecting (Giving Meaning)
 - Interpreting (Deciding What You Think or Feel)
 - Responding (Acting Upon the Message)
- Listening is good business!

Your Listening Style Score

- 1 to 5 “**NOs**” - Excellent Listening Skills
- 6 to 10 “**NOs**” - Good Listener, Room to Improve
- 11 to 15 “**NOs**” - Practice Will Help You Improve
- 16 to 20 “**NOs**” - Listen Up! Work Needed Here!