

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.

- | | | |
|---|---|---|
| 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 _____

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!