

Preparing to Listen Checklist

Objective: To recognize the value of preparing to listen and the cost of not preparing to listen.

Procedure: Answer yes or no to the following questions

Physical preparation to listen

- I really try to get enough rest so that I can listen
- I try to be comfortably dressed so that I'm not too warm or too cold
- I avoid hunger by skipping meals before listening or drowsiness by eating too heavily
- I seat myself so I can hear and where I can establish eye contact with the speaker
- I am prepared to take notes when listening

Mental preparation to listen

- I find out by reading or discussion as much as possible about the subject ahead of time
- I keep adding to an ongoing listening vocabulary
- I am aware of the dangers of stereotyping speakers by size, appearance, clothing, or speech pattern
- I consciously attempt to listen to difficult material
- I make definite decisions to improve my listening and to set specific goals

Emotional preparation to listen

- I know which subjects trigger emotional responses
- I know which words "red flag" my temper
- I can put my own inner worries aside
- I can listen to a regional accent objectively even if it is one which I personally like or dislike
- I can overlook poor grammar and refrain from making a judgment about the speaker as a result

General preparation to listen

- I stop talking
- I put away what I've been doing
- I refrain from interrupting
- I'm willing to work at listening
- I'm willing to ask questions when I do not understand

Assigned five points to each guest answer and zero points to each no answer. The sum of points from yes answers will give you a percentage for the time you practice preparation to listen

Write a one paragraph commentary on the results of this exercise based on the percentage of yes answers you gave. What grade would you assign yourself as a prepared listener? Specifically what have you learned from this exercise?