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**Selection of teaching and learning materials – module »Vocational orientation in the commercial sector« - Unit A4 – Listening skills**

**HOW DO YOU ASSESS YOUR LISTENING SKILLS?**

Instructions: each of the following statements describes a particular aspect of active listening. Think about the difficult situation that you have experienced during the past two weeks, and evaluate yourself. Use the scale. Write your score to the line before the statement.

1= never 2= rarely 3=about half a time 4=mostly 5=always

\_\_\_\_ 1. I have turned my face in the directon of co-speaker.

\_\_\_\_ 2. I didn`t interrupt co-speaker during his talk.

\_\_\_\_ 3. I didn`t talking during co-speaker was talking.

\_\_\_\_ 4. Listened to the main ideas and concepts.

\_\_\_\_ 5. Listened to a tone of voice.

\_\_\_\_ 6. Observe the body language.

\_\_\_\_ 7. Kept the open mind all the time.

\_\_\_\_ 8. I didn`t take the word as soon as the co-speaker become silent for a moment.

\_\_\_\_ 9. Used appropriate terms, for example, »I understand«.

\_\_\_\_ 10. To understand co-speaker better I asked him questions.

\_\_\_\_ 11. I wasn`t thinking about what I was going to say while the speaker was speaking.

\_\_\_\_ 12. My body language was appropriate.

\_\_\_\_ 13. My facial expression was appropriate.

\_\_\_\_ 14. My voice was appropriate.

\_\_\_\_ 15. I didn`t fake laughter.

If you reached from 60 to 75 points, you have used excellent listening skills during this difficult situation. When you are focused on listening, you are generally a good listener and your friends and colleagues appreciate you because of this.

If you have reached 45 to 59 points, you can learn how to listen better. especially in difficult situations with others, to begin with, select one of the aspects of effective listening, and practice it already today.

If you scored less than 45 points, your co-spaker surely did not believe that you listened to him/her. Can you choose the one that was most difficult for you among the 15 statements? By the end of the week, practice it in real conversational situations.