**Good-Listener Checklist**

Read over this checklist, and then listen closely during the presentation. Afterward, use this checklist to decide if you did everything you could to be an active listener.

**Did I . . .**

|  |  |
| --- | --- |
|  | Look at the person who is speaking? |
|  | Listen with my eyes as well as my ears? |
|  | Listen for key words? |
|  | Think about what is being said? |
|  | Ask questions when I didn’t understand? |
|  | Take notes or make drawings? |

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