



Listening Respectfully

Directions:

Think about each action in the left-hand column. Place an "x" in the row after each action under the statement that best describes what you did and how easy or hard it was to do. Write any ideas or thoughts you have in the column titled "Comments."

| Body Language | I did not do this step. | I did this step, but it was hard. | I did this step. | I did this step easily. | Comments |
|---|-------------------------|-----------------------------------|------------------|-------------------------|----------|
| I stopped what I was doing. | | | | | |
| I stood or sat in a relaxed way. | | | | | |
| I looked at the speaker. | | | | | |
| I showed openness by smiling or keeping a relaxed facial expression. | | | | | |
| Behavior | I did not do this step. | I did this step, but it was hard. | I did this step. | I did this step easily. | Comments |
| I calmed down when I experienced strong feelings about what the speaker said. | | | | | |



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|--|--------------------------------|--|-------------------------|--------------------------------|-----------------|
| I was polite and waited to speak. | | | | | |
| I focused on the speaker. | | | | | |
| What to Say | I did not do this step. | I did this step, but it was hard. | I did this step. | I did this step easily. | Comments |
| I asked questions to better understand or to learn more about what the speaker was saying. | | | | | |
| I made comments on what the speaker said. I stuck with the same topic. | | | | | |
| I summarized what I heard. I used my own words to restate what the speaker said. | | | | | |