

EVALUATION OF ACTIVE LISTENER

Check the box when demonstrated ...

Attending

Demonstrated
Attentive Body
Language

Demonstrated
Presence

Understanding

Asked
Clarifying,
Open-Ended
Questions

Summarized

Responding

Paraphrased

Acknowledged
and Reflected
Feelings /
Emotions

List any other significant observations you have and what recommendations would you give to improve the listener's active listening skills:

EVALUATION OF SPEAKER

Check the box when demonstrated ...

Words Spoken

Clear

Structured

Body Language

Expressive Facial Expressions

Good Eye Contact

Good Posture

Minimized Fidgeting

Message Delivery

Confident

Good Tone & Vocal Variety

Minimized Verbal Fillers

List any other significant observations you have and what recommendations would you give to improve the speaker's communication skills: