

## Sample Self-assessment Checklist for Effective Listening

After you have listened to a speaker's talk, complete the following:

Listener's Name \_\_\_\_\_

Speaker's Name \_\_\_\_\_

Purpose of Speech \_\_\_\_\_

Topic \_\_\_\_\_

Statement of Thesis \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Main Points

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

What did the speaker say to describe his or her expertise regarding the topic, or to show familiarity with the topic?

What response was the speaker wanting from the audience?

Did you have trouble completing this checklist? \_\_\_\_\_

If so, tell why.

Describe the barriers to effective listening, if any, which interfered with your ability to concentrate.