



Active Listening Assessment Checklist for Teachers

Scoring:

- **5 Points** for each checked item indicating strong evidence of active listening.
- **4 Points** for each checked item indicating good evidence of active listening.
- **3 Points** for each checked item indicating moderate evidence of active listening.
- **2 Points** for each checked item indicating some evidence of active listening.
- **1 Point** for each checked item indicating minimal or no evidence of active listening.

Attentiveness



- Maintains eye contact with the speaker
- Nods head to acknowledge understanding
- Avoids interrupting the speaker
- Shows open body language (e.g., uncrossed arms)
- Provides verbal affirmations (e.g., "I see", "Go on")

Understanding






- Asks clarifying questions when necessary
- Summarizes or paraphrases the speaker's message
- Avoids making assumptions or jumping to conclusions
- Demonstrates empathy and understanding of the speaker's feelings
- Demonstrates understanding of the speaker's perspective

Responsiveness

- Provides relevant and constructive feedback
- Responds to the speaker's questions or concerns
- Shows signs of active engagement (e.g., leaning forward, taking notes)

-  Adjusts their response based on the speaker's non-verbal cues
-  Acknowledges the speaker's emotions and feelings

Empathy

-  Shows empathy through facial expressions and body language
-  Uses supportive and encouraging language
-  Validates the speaker's feelings and experiences
-  Demonstrates patience and understanding
-  Shows a genuine interest in the speaker's well-being

