

Listening Checklist

Follow these listening rules when you are talking about project ideas with your class, listening to others presenting, or working with a group.

- I will listen attentively when others are speaking.
- I will look at the person who is speaking.
- I will listen and identify key ideas that are presented.
- I will ask questions about the topic when I do not understand or to get more information.
- I will make sure I understand and can summarize the main points and supporting ideas of a speaker's message.
- I will follow group directions.
- I will listen and restate multiple step directions.
- I will listen and be able to give clear directions to others.
- I will listen to and consider the comments and suggestions of others.