

## Classroom Listening Inventory

*A prerequisite skill for good note-taking is the ability to be an **active listener**. How well prepared are you to listen to your instructor's lecture while getting the most out of it and into your notes? Which words are usually cues indicating the importance of a fact or action? How do you improve your listening by understanding what you have heard in past lectures?*

*Using the Classroom Listening Inventory below, rank your listening skills from 5 to 1. Those items with a high score indicate you are listening well. Those with a score of 3 or lower indicate skills which you may want to improve.*



### Classroom Listening Inventory

#	My Rank	Item
1.		I listen to instructions carefully and am able to follow them.
2.		I listen to information carefully and remember what I have been told.
3.		I skim over the assigned reading material before class to familiarize myself with the topics that will be covered.
4.		I keep a goal or purpose in mind while I listen to a lecture. My goal may be to find an answer to a question I have or to listen for hints of what might be on the next test.
5.		If my attention wanders while someone is speaking, I immediately re-focus on the speaker.
6.		I do NOT daydream or text in class.
7.		When someone speaks, I watch their body language (posture, gestures, etc.) to gather more information on what they consider to be important.

8.		During a lecture, I try to determine the main points rather than try to remember all the details.
9.		During a lecture, I try to understand the way the material is organized so that I can follow the speaker's thoughts more easily.
10.		I assess what a speaker is saying and pay attention to my critical responses by saying or writing down my opinions and questions.
11.		I try to participate actively in class discussions.
12.		I listen for signal words like "first," "the main point is," "significantly," etc.
13.		I listen for cues such as "to sum up" or "in conclusion" that tell me I am about to hear a condensed version of the main points of the lecture.
14.		I take notes to move information from the sensory (what I am hearing) to the short-term part of my memory.

--Adapted from "Listening and Note-Taking Skills," Learning Centre.  
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