



**Forum Assessment 2:
Evaluating Myself as a Speaker and Listener**

Directions. Use the statements below to rate yourself as a speaker and as a listener. Then answer the questions at the bottom of the page.

	Always	Sometimes	Never
As a speaker			
• I speak loudly and clearly.			
• I make eye contact with my listeners.			
• I speak in complete sentences.			
• I interrupt others.			
• I am nervous before I speak.			
As a listener			
• I am respectful and attentive.			
• I ask clarifying questions when I don't understand something.			
• I give positive feedback, such as nods or smiles.			
• I take notes that help me remember the discussion later.			

1. Based on my answers above, I think that my speaking skills

2. Based on my answers above, I think that my listening skills

3. One way I could improve my speaking or listening skills is
