

Name _____

Listening Test

Matching

- _____ 1. The reception of sound.
- _____ 2. Recalling information from past experience.
- _____ 3. Assigning personal meaning to messages.
- _____ 4. Recalling information for a brief period of time.
- _____ 5. The act of choosing consciously or subconsciously to focus attention on a message.
- _____ 6. The physical and psychological process that involves acquiring, assigning meaning, and responding to symbolic messages from others.
- _____ 7. A listener's internal emotional and intellectual reaction to a message.
- _____ 8. Recalling information for carrying out a routine or daily task.
- A. Attending
B. Decoding
C. Hearing
D. Immediate Memory
E. Listening
F. Long Term Memory
G. Responding
H. Short Term Memory

Multiple Choice

- _____ 9. When buying a car and talking to a car salesman, you should use _____ listening.
A. Empathic B. Appreciative C. Deliberative
- _____ 10. Listening to enjoy or appreciate a speaker's message is called _____ listening.
A. Appreciative B. Critical C. Empathic
- _____ 11. When getting directions from someone, you should use _____ listening.
A. Deliberative B. Critical C. Empathic
- _____ 12. At a funeral you're conversing with a grieving widow. What kind of listening should you use?
A. Empathic B. Appreciative C. Critical
- _____ 13. The average person misses about _____ of everything they hear after 8 hours.
A. 25% B. 75% C. 50%
- _____ 14. Which is not a strategy for active listening?
A. Developing an attitude B. Applying what you hear to yourself C. Taking Notes
- _____ 15. When a listener does not actively participate or contribute in interactions and place the responsibility of communication on the speaker, they are considered to be _____ listeners.
A. Active B. Passive C. Impatient

- _____ 16. Which is the correct order of the listening process?
A. Acquiring, Understanding, Attending, Responding
B. Attending, Acquiring, Responding, Understanding
C. Acquiring, Attending, Understanding, Responding
- _____ 17. A remedy for tuning out dull topics is to _____.
A. Choose a suitable environment for the conversation.
B. Listen for something you want or need.
C. not judge before hearing the whole message.

True/False

- _____ 18. The majority of your time communicating each day is spent listening.
- _____ 19. A speaker is primarily responsible for message and success in communication.
- _____ 20. Listening is a complex process that requires energy, effort, and skills.
- _____ 21. An active listener intends to pay attention, but allows their mind to wander.
- _____ 22. When taking notes you should try to write down every detail and every word.
- _____ 23. When using empathic listening you should try to agree with the messages of others.
- _____ 24. Using “**My Very Eager Mother Just Served Us Nine Pizzas**” to remember the order of the planets would be considered a mnemonic device.
- _____ 25. You should leave room on your page when taking notes in order to fill in gaps later.
- _____ 26. You should not use poor physical appearance or speaking style as an excuse for not listening.
- _____ 27. It is a good idea to record a lecture instead of taking notes.
- _____ 28. Hearing and listening are the same thing.

Short Answer

29. Choose **one** of the following and explain how listening will help you in that area:
School, Relationships, Social Groups/Organizations, Public Dialogue, Workplace

30. Name **two** examples of barriers to listening.

- a.
- b.

31. Name two ways you can take better notes in class.

a.

b.

32. What are two clues that teachers give about what is important to write down in your class notes?

a.

b.

33.

34.

35.

36.

Bonus: Show the proper way to outline using the following: Capital letters, numbers, roman numerals, and small case letters.