

Paraphrasing Observation Form

Name of Observer: _____

Name of Active Listener: _____

Name of Speaker: _____

Check the appropriate box for each technique listed.

Active Listening Techniques	Observed
Concentrates and pays close attention to the speaker	
Ignores distractions (e.g. phone, other conversations)	
Maintains appropriate eye contact (looks frequently at speaker without making individual uncomfortable)	
Shows respect and acceptance (e.g. "I see...", "That's interesting...") the speaker)	
Adopts a "listening" posture (e.g. leaning towards the speaker, nodding)	
Focuses on listening, not on planning a response	
Shows respect and acceptance (e.g. "I see...", "That's interesting...")	
Focuses on listening, not on planning a response	
Does not interrupt and lets speaker finish	
Avoids sharing advice unless asked	
Confirms understanding by restating, questioning, or paraphrasing (e.g. "In other words you ...", "So the way you see it is..." "Would it be correct to say...?" "I heard you say...")	