

AUDIENCE AND LISTENING SKILLS LEADER CHECKLIST

Presentation: _____

Date: _____

Number in audience: _____

Guests: _____

I WANT YOUNG PEOPLE TO:	DID THEY?		HOW CAN I HELP THEM IMPROVE FOR NEXT TIME?
	YES	NO	
Pay attention	<input type="checkbox"/>	<input type="checkbox"/>	
Stay seated	<input type="checkbox"/>	<input type="checkbox"/>	
Listen	<input type="checkbox"/>	<input type="checkbox"/>	
Be able to summarize what the presentation was about	<input type="checkbox"/>	<input type="checkbox"/>	
Ask relevant questions	<input type="checkbox"/>	<input type="checkbox"/>	
Ask questions respectfully	<input type="checkbox"/>	<input type="checkbox"/>	
Give feedback respectfully and thoughtfully	<input type="checkbox"/>	<input type="checkbox"/>	
Respond appropriately to action in the performance	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____ _____ _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	

