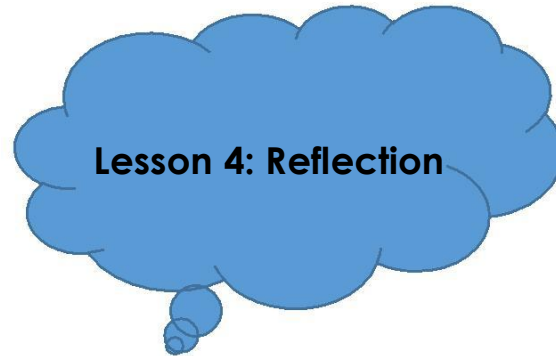


Name: \_\_\_\_\_



**Rate your skills at receiving messages.**

|                                                                                                                                                                         |                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| As an active listener, I would rate my skills as:<br><br><input type="checkbox"/> strong<br><br><input type="checkbox"/> average<br><br><input type="checkbox"/> weak   | When taking notes, I would rate my skills as:<br><br><input type="checkbox"/> strong<br><br><input type="checkbox"/> average<br><br><input type="checkbox"/> weak |
| When analyzing messages, I would rate my skills as:<br><br><input type="checkbox"/> strong<br><br><input type="checkbox"/> average<br><br><input type="checkbox"/> weak |                                                                                                                                                                   |

**Now complete these sentences.**

|                                                                      |
|----------------------------------------------------------------------|
| One thing I could do to become a better active listener is<br>_____. |
| One thing I could do to become better at taking notes is             |

\_\_\_\_\_.

One thing I could do to improve in analyzing messages is

\_\_\_\_\_.