

Name _____

Becoming a Listening Pro: How to Improve Your Ability to Follow Instructions

Multiple Choice Questions

1. What is the first step to becoming a better listener?
 - a) Interrupting the speaker
 - b) Paying close attention
 - c) Using your phone
 - d) Daydreaming

2. Why is it important to be patient when receiving instructions?
 - a) To make the speaker feel important
 - b) To allow time for interruptions
 - c) To avoid misunderstandings and mistakes
 - d) To show your impatience

3. When should you ask for clarification about instructions?
 - a) Never
 - b) When you understand everything perfectly
 - c) When you don't understand something
 - d) Only after completing the task

4. What can taking notes help you with when receiving instructions?
 - a) Distracting the speaker
 - b) Remembering every word
 - c) Staying organized and focused
 - d) Avoiding eye contact

5. What is active listening?
 - a) Nodding your head constantly
 - b) Only hearing the words
 - c) Trying to understand the message and the speaker's perspective
 - d) Interrupting the speaker frequently

