

PROJECT CHECKLIST

Active Listening

Purpose: The purpose of this project is to demonstrate your ability to listen to what others say.

Overview: At a club meeting, fulfill the role of Topicsmaster. As Topicsmaster, comment on each speaker's Table Topics® speech to demonstrate your active listening skills. For example, you might say, "Thank you. That was a compelling opinion on the benefits of gardening. I understand you feel strongly that everyone needs to spend some time doing something they love."

This project includes:

- Serving as Topicsmaster at a club meeting

Below are tasks you will need to complete for this project. Please remember, your project is unique to you. You may alter the following list to incorporate any other tasks necessary for your project.

Request to be the Topicsmaster at a club meeting.

Explain to the vice president education that you will be completing your "Active Listening" project and will need extra time and an evaluator to evaluate your active listening skills.

Complete the role of Topicsmaster as described in the "Active Listening" project.

After you have completed all components of the assignment, log in to complete the second portion of your self-assessment on the "Assess Your Skills—After" screen.

