

# REFLECTIVE LISTENING PRACTICE WORKSHEET

## INTRODUCTION TO REFLECTIVE LISTENING

*Reflective listening is an active listening technique that helps build understanding, empathy, and effective communication. It involves repeating, paraphrasing, or summarizing what the speaker says to ensure clarity and validation. This worksheet will help you practice different types of reflective listening and improve your ability to engage in meaningful conversations.*

## SECTION 1: UNDERSTANDING REFLECTIVE LISTENING

### 1. KEY COMPONENTS OF REFLECTIVE LISTENING

- Giving full attention to the speaker
- Avoiding interruptions
- Using verbal and non-verbal cues to show engagement
- Summarizing or paraphrasing to confirm understanding
- Identifying and reflecting emotions

### 2. TYPES OF REFLECTIVE LISTENING

- **Simple Reflection:** Repeating or slightly rewording what the speaker said.
- **Paraphrasing:** Restating the speaker's words in your own words.
- **Summarizing:** Condensing key points from a longer conversation.
- **Feeling Reflection:** Identifying and verbalizing the speaker's emotions.
- **Meaning Reflection:** Highlighting the deeper meaning behind what's said.

- **Double-Sided Reflection:** Acknowledging both sides of a speaker's ambivalence.
- **Amplified Reflection:** Slightly exaggerating to provoke clarification.
- **Reframing:** Offering a new, positive perspective.
- **Metaphor Reflection:** Using imagery or a figure of speech to explain the situation.

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## SECTION 2: REFLECTIVE LISTENING EXERCISES

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### EXERCISE 1: SIMPLE REFLECTION PRACTICE

**Instructions:** Read the statements below and write a simple reflection for each.

1. "I feel like my boss never listens to me."
2. "I'm so tired of juggling all these responsibilities."
3. "I just don't know what to do next in my career."

**Your Reflections:**

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
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### EXERCISE 2: PARAPHRASING PRACTICE

**Instructions:** Read the statements below and paraphrase them in your own words.

1. "I'm worried about making the wrong decision."
2. "I feel overwhelmed with all my tasks at work."
3. "I just want someone to understand what I'm going through."

**Your Paraphrases:**

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
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### EXERCISE 3: FEELING REFLECTION PRACTICE

**Instructions:** Read the statements and identify the underlying emotion, then write a response reflecting that emotion.

1. "I feel like no one appreciates what I do."
2. "I'm just so angry about how unfair this situation is."
3. "I've been feeling really anxious about this meeting."

**Your Reflections:**

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
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### EXERCISE 4: SUMMARIZING PRACTICE

**Instructions:** Read the longer statements and summarize them into one sentence.

1. "I've been working long hours, trying my best to meet deadlines, but I still feel like I'm falling behind and not getting enough recognition for my work."
2. "I've been thinking about going back to school, but I'm worried about the cost and whether I'll be able to balance it with my job and personal life."

**Your Summaries:**

1. \_\_\_\_\_
2. \_\_\_\_\_

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## EXERCISE 5: ADVANCED REFLECTIVE LISTENING

**Instructions:** Read the statements and respond using one of the advanced techniques (double-sided reflection, amplified reflection, reframing, or metaphor reflection).

1. "I want to take this new job, but I'm afraid of change."
2. "Nothing ever goes right for me. I always fail."
3. "I feel stuck, like I'm running in circles with no progress."

**Your Reflections:**

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
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## SECTION 3: REAL-LIFE APPLICATION

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### REFLECTION JOURNAL

**Instructions:** For one week, practice reflective listening in your conversations. Write down a conversation where you used reflective listening and answer the following:

1. What was the situation?
2. Which reflective listening technique did you use?
3. How did the speaker react?
4. What did you learn from the experience?

**Your Reflection:**

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## FINAL THOUGHTS

*Reflective listening is a skill that requires practice and intentionality. By improving your ability to listen, paraphrase, and validate, you will become a better communicator, build stronger relationships, and enhance your ability to connect with others.*

### **Next Steps:**

- Practice daily conversations using different types of reflective listening.
  - Use this worksheet to improve your skills over time.
  - Keep a journal of your progress.
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