

Suggestions for Good Listening

1. Concentrate resist those distractions!
2. Be physically attentive. Face the speaker, maintain eye contact, and uncross arms and legs.
3. Be quiet. Don't finish sentences for people or leap to conclusions. Hear the other out.
4. Be aware of your own biases or prejudices that can put up barriers to effective listening.
5. Try to be open minded.
6. Concentrate on finding areas that interest you. Try to relate what you hear to what you know.
7. Listen for the main idea.
8. Paraphrase- "I think you're saying..." This gives the speaker an opportunity to explain if you don't have it right.
9. Pay attention to non-verbal messages. Sometimes the emotional message is more important than the words you are hearing.
10. Don't pretend to be listening. You can get caught if asked a question. Pretending to listen will probably take just as much energy as paying attention, so put your attention and energy to good use.

