

SIX TIPS FOR GOOD LISTENING



1. Think about what the speaker is saying.
2. Try to understand what you're hearing. If you don't understand, ask a question when the time is right. If you can't find the right words, you can say, "I don't get it."
3. Look toward the speaker and give signals to show that you're really listening. You can watch, lean forward, and nod.
4. Listen quietly without interrupting or talking to others. If you need to ask a question, raise your hand.
5. Focus on listening, try to ignore distractions, and let go of looking all around and thinking about other things.
6. If you get distracted, turn your attention back to the speaker. It's never too late to get back on the track.