

Name

Date

Listening

People listen in order to get information, to complete a job or an assigned task, to learn something new, to be friendly, and for entertainment (such as TV and music). The reason you are listening to someone or something will influence how well you pay attention to what is being said.

Consider the following suggestions for becoming a better listener:

- Turn off your cell phone.
- Make eye contact.
- Pay close attention to what the speaker is saying.
- Don't be distracted by outside noise or other conversations.
- Don't think about what you are going to say next.
- Don't interrupt others.
- Keep an open mind.
- If you are taking notes, don't try to write everything down.
- Ask questions if you don't understand something.
- Listen to the entire message.