

ACTIVE LISTENING



Definition



- Act of fully listening and comprehending the **MEANING** what another person is saying

Few Strategies



- Work on not getting distracted by your mind drifting
- Don't anticipate the answer you assumed you were going to get
- Don't interrupt
- Use phrases that show you are interested
- "Tell me more" or "that's interesting"

More Strategies



- If important, take notes
- Paraphrase to make sure you fully understand
- Use body language that shows interest
- Look at them, face them, smile
don't slouch, make eye contact

Listening To Body Language



- Does the person look confident about what they are saying?
- Are they looking down or making eye contact?