

Listening!

To Be a Good Listener . . .

- ✓ **Know why you are listening**
- ✓ **Want to listen**
- ✓ **Sit where you can see and hear**
- ✓ **Eliminate distractions**
- ✓ **Look in the direction of the speaker**
- ✓ **Listen for the main idea**
- ✓ **Listen for words that tell you about the order of events of information**
- ✓ **Take notes**
- ✓ **Connect what you are hearing with what you already know**
- ✓ **Listen to what the speaker has to say and then decide what you think and feel about it.**

Follow up your listening by . . .

- ✓ **Restating to yourself the main points you have heard**
- ✓ **Asking questions**
- ✓ **Talking with others about what you have heard**
- ✓ **Writing an outline of what you have heard.**