## STUDY TIPS – LISTENING SKILLS HOW TO BE A GOOD LISTENER

Few skills are more important to learning than the ability to listen. Any capable student can improve his learning effectiveness by cultivating a listening ear. John Drakeford, in his book <u>The Awesome Power of the Listening Ear</u>, suggests some ways to practice the art of listening.

<u>First</u>, decide to be an alert listener. Resist the tendency to "tune-out." Listening is always an active mental process, requiring complete attention to the information being given.

<u>Second</u>, determine the accuracy of all information given and examine the motives of the one giving the information. Seek to understand the reasons the communication is taking place at this particular time.

<u>Third</u>, look for the deeper message given by the facial expressions, gestures, and other body movements of the speaker.

<u>Fourth</u>, evaluate the communication in light of its personal relevance and benefit. Seek to set aside personal biases which block or distort the message.

<u>Fifth</u>, keep interruptions to listening at a minimum. Avoid all unnecessary distractions.

<u>Sixth</u>, anticipate the direction of the speech and mentally forge ahead of the speaker. Compare your insights with his.

**Seventh,** focus attention on the primary theme of the speech and be aware of material that supports the theme.

**<u>Eight</u>**, summarize your thoughts periodically and thus establish a firm basis for future understanding.

<u>Ninth</u>, use all illustrations and examples as reference points for remembering the outline of the speech.

Good listeners do not lean back in a chair with half-closed eyes. Nor do they doodle on a pad or glance impatiently at their watch. Good listeners are alert, relaxed and guarded against interruptions. Their eyes and mind are focused upon the speaker. Good listeners always seek to give the impression, "Tell me more" (Ryan, 1981, p. 2.).