



Listening Skills

Put a check mark next to the things that a good listener does.

1. Look people in the eyes when they talk to you. _____
2. Watch people's facial expressions to better understand them. _____
3. Make up my mind about before they are finished speaking. _____
4. Try to understand the other person's point of view. _____
5. Do not interrupt. _____
6. Wait until the other person pauses before you ask questions. _____
7. Do something else while the other person is speaking. _____
8. Give the other person your complete attention. _____
9. Pay attention so you can remember what was said. _____
10. Keep an open mind while listening. _____
11. Blurt out questions as you have them. _____
12. Let the other person know as soon as they say something you disagree with. _____