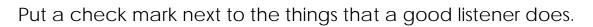
Name	Listening	Skills
11 41110		

Listening Skills





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.	