

## Suggestions to Improve Your Listening Skills

1. **Be prepared.** Before going into class, read your textbook assignment and review previous lecture notes. This will assist in getting the maximum out of your instructor's presentation.
2. **Concentrate on the lecture--not on the lecturer.** Don't allow yourself to be distracted by your instructor's mannerisms, voice quality, or delivery technique. Concentrate on what is said, not on the **way** it is said.
3. **Listen with an open mind.** You need not accept everything that is said, but maintain an open-minded attitude and don't let your opposition cause you to turn off the message before the point is fully developed.
4. **Keep physically alert.** Minimize visual or hearing difficulties by sitting near the lecturer instead of at the back of the classroom and maintain a comfortably alert position instead of a sprawled-out slouch.
5. **Keep mentally alert.** Keep attentive in class by predicting likely test questions, comparing lecture and textbook content, entering into class discussion, etc. Concentrate on the lecturer, not on the floor, the ceiling, or the person sitting next to you.
6. **Use the listen-think-write process.** Train yourself to listen attentively to the material being presented, to evaluate critically its importance and the evidence to support it, and then select what is appropriate for your notes and record this in your own words.
7. **Be flexible.** Take fewer notes, and use several different note-taking systems depending the speaker and/or type of presentation.

