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## Active Listening

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### BEFORE LISTENING

#### Prepare prior to class each class:

- Review the material from the previous class (text, notes)
- What were the main points in the last class?
- What was your assignment for the class?
- Skim the new/next chapter for main ideas and new vocabulary.

#### Prepare physically:

- Sit near the front of the classroom.
- Avoid distractions like noisy students or seats near the doorway.
- Arrive early and give yourself time to get settled.

#### Prepare mentally:

- Make a decision to listen actively – you can't listen if you're talking!
- Think ahead; anticipate what the teacher is going to say.

### WHILE LISTENING

- Connect new material to the ideas in previous lectures, the textbook, and your own knowledge and experience.
- Look at the speaker.
- Listen for what is being said, and for what the teacher emphasizes or repeats.
- Write down only the main ideas.
- Be ready to comment and ask questions to expand and clarify ideas.
- Listen for cues that indicate what the instructor considers important:
  - ✓ "This is important..."
  - ✓ "You need to know this..."
  - ✓ "This will be on the quiz/test..."
  - ✓ "Three reasons for this are..."
  - ✓ "Consider the following..."
  - ✓ "To summarize..."
  - ✓ "These are the steps..."

### AFTER LISTENING

- Fill in the gaps in your notes as soon as possible after the class.
- Highlight / underline important points.
- Take good notes (listening is the first step).
- Review, review, review!

Note: Hearing is not the same as listening.