

10 Active Listening Tips



Anticipate

Think ahead. Predict what the speaker might say. What conclusions will they make?



Consider

Weigh evidence. Evaluate important points. Does the speaker's evidence support their thesis?



Listen Between the Lines

Listen for meaning. Note hidden concerns or priorities. What can be inferred from what the speaker has said?



Be Attentive

Pay attention. Notice nonverbal communication, like facial expressions, gestures, and tone of voice. Do the nonverbal cues add any additional meaning?



Clarify

Ask questions. Put the speaker's answers in simple terms. Can you paraphrase what you just heard in your own words?



Follow up

Encourage often. Ask open-ended questions. What will give more depth to the discussion?



Withhold Judgment

Be open. Keep your focus on the speaker. How can you give the speaker the benefit of the doubt?



Be Patient

Allow pauses. Give the speaker time to think through answers and articulate their ideas. How can you demonstrate understanding?



Review

Assess points. Mentally evaluate the speaker's words to check understanding. Can you summarize three points the speaker just made?



Feedback

Follow up. Provide comments, observations, or questions directly related to content you heard. Can you add anything meaningful to the conversation?

