Tips on How to Become a Better Listener

1.) **Take listening seriously.** Being a good listener is just as important as being an effective speaker.

2.) **Be an active listener.** Non-verbal skills such as positive facial expressions, smiling, and eye contact with the speaker will help you pay attention (and also make the speaker feel more comfortable).

3.) **Resist Distractions.** Don’t be diverted by the speaker’s appearance or delivery.

4.) **Try not to be judgmental.** If the speaker has an opinion that differs from yours, don’t automatically dismiss the speaker’s information. You might acquire more information that will broaden the horizons of your opinion.

5.) **Don’t be diverted by Appearance or Delivery.** If the speaker is wearing distracting clothing or has an accent that is hard to understand, try to stay focused on the material, not the distractions.

6.) **Focus your listening.** Listen for main points and evidence. Don’t focus too much on the specific details.

7.) **Listen for technique.** Study the methods other people use to speak effectively. Try to identify the techniques the speaker is using to get their message across, such as persuasion, group activities, visual aids, etc.

8.) **Develop note-taking skills.** Try to create an outline of the main ideas of the speech.

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University Speaking Center, 256- 1346, speakingcenter.uncg.edu