



Being able to listen effectively and actively is more than simply hearing someone speak. It involves hearing and understanding what a speaker is saying and how it applies to you, then remembering it for future use during an evaluation. Even if you don't find the topic particularly interesting, there are still ways to improve your listening abilities as well as how well you recall the information later! Give these tactics a try in your next lecture:



THE INEFFECTIVE LISTENER	THE EFFECTIVE LISTENER	WHAT YOU CAN DO
1. The subject is boring and doesn't apply to me.	Pays attention by asking "What's in it for me?"	Find areas of interest even in a boring topic.
2. Judges how the speaker presents information – gets hung up on errors.	Judges the content of the presentation and ignores errors.	Evaluate the content, not the delivery.
3. Tends to make judgments before comprehending all information.	Waits to assess content until they have complete comprehension.	Hold your fire – wait for the speaker to present their entire point.
4. Listens for facts.	Listens for central ideas and concepts.	Listen for main points and patterns of organization.
5. Takes excessive notes.	Records only important information.	Focus on relevant material and screen out unnecessary anecdotes.
6. Easily distracted.	Fights distractions and knows how to concentrate.	Sit closer to the speaker and away from doors or outside noise.
7. Passive – shows little interest and acts bored.	Active – stays involved with the speaker throughout the lecture.	Work on active listening.

Adapted from University of Texas – Listening Skills for Lectures and from Bone, Diane. *The Business of Listening*. Los Altos, CA: Crisp Publications, Inc., 1998.