



## Active Listening Skills

### S

- Sit up or sit in the front of the room
- Lets the speaker know you have been listening

### L

- Lean forward

### A

- Ask questions. It connects you to the speaker and the topic they are speaking about.

### N

- Nod
- Use I statements, "I understand." This connects you to the speaker and the topic they are speaking about.
- Summarize: recap what the speaker is saying. This will let them know you heard what they were saying, and will also be an opportunity for the speaker to clarify any misunderstanding.

### T

- Take notes
- Use positive body language. Turn towards the speaker, make eye contact, nod your head. Let the speaker know you are focused on them. Do not multi-task while talking to someone. Don't text, play video games, or read papers while you are talking to someone in person.