

How to Be an Engaged Listener



BE PRESENT

Have you ever been speaking to someone and found that they are distracted by something and not really listening to you? You probably thought this was annoying, frustrating, and rude. When someone is speaking it is important to be fully present with them. Try to let go of distractions and focus on the speaker.



IT'S NOT ABOUT YOU

Becoming a better listener involves understanding that this person wants to be heard. Do not interrupt them. Hold on to any comments or questions until the end.



WATCH YOUR BODY LANGUAGE

Body language can speak volumes. Are you looking directly at the speaker? Are you fidgeting? You can nod in agreement as you listen.



ASK CLARIFYING QUESTIONS

Asking questions in response to what someone has been telling you can help you get more information and clarify anything that was unclear. It also shows you were really paying attention.

Examples of clarifying questions:

Can you tell me more about _____?

How did you feel when _____ happened?

I didn't quite understand _____. Can you explain it again?