

# Listening Skills

To understand someone, *really* listen to them.



- ▶ Look at the person talking
- ▶ Don't interrupt
- ▶ Don't prepare your reply while the other person is still speaking
- ▶ Listen twice as much as you talk
- ▶ Paraphrase what you hear
- ▶ Ask questions for clarification

*"Hearing is one of the body's five senses, but listening is an art." – Frank Tyger*