Active Listening Strategies

Communication occurs “out here” in the real social world among two or more people. It never occurs in one’s own mind.

1. Pay attention to the meaning of what the other speaker is saying; pay attention to body language.

2. Let no meaning escape you: clarify, summarize, paraphrase.

3. When you notice that your mind has wandered, instantly return to the speaker’s meaning and body language. Do this as often as necessary.

4. Pay attention to what you say--as you say it, not before you say it. Do not rehearse your next remark.