Strategies for Active Listeners

A large portion of learning in college begins with listening. However, many students have not developed active listening skills. The result is poor note taking, difficulty remembering things, and poor test performance. Learning to actively listen and using the skill during lecture will greatly improve your success as a student.

Active Listeners:

1. Read the text assignment **before** the lecture to build background on the topic and connect to what they already know.
2. **Review** the last set of notes (maybe several times!) prior to lecture.
3. Sit in the “T”, that is in the speakers line of vision (from row across or middle row from the front to the back of the room).
4. Make an intention decision to be **fully present** during the lecture and listen.
5. Focus their attention physically by **sitting up** and making **eye contact** with the speaker.
6. Focus their attention and **minimize distractions**. When distracted, active listeners gently bring themselves back to the lecture (and make a note in the margin to get any missed information).
7. Listen with an **open mind**, setting aside any biases or judgments.
8. Listen for the **main points** and related details and take notes.
9. **Ask and answer** questions during lecture.
10. **Monitor** their listening and then **edit** notes for accuracy and completion.