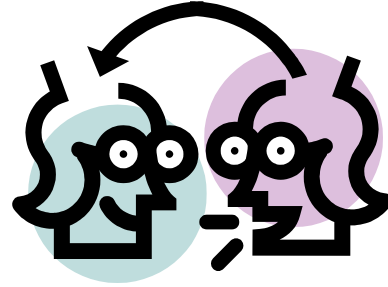


## Unit 1 Lesson 4 Tips for Better Listening

Good listening is important to effective communication. Here are some tips to help you become a better listener.



- **DO** make eye contact with the person who is talking to you.
- **DO** face the person who is talking to you.
- **DO** give a verbal or non-verbal response to the person who is talking.
- **DO** focus on the person who is talking.
- **DON'T** interrupt the speaker.
- **DON'T** do other activities while the person is talking.
- **DO** keep an open mind about what the person is saying until they finish.
- **DO** repeat the message to the speaker if it was confusing.
- **DO** visualize what the person is telling you as they talk.
- **DON'T** let outside noises distract you.
- **DON'T** think about the person's appearance.
- **DON'T** let annoying habits of the speaker distract you.
- **DO** ask questions if you don't understand.

