

## KEYS TO EFFECTIVE LISTENING

These keys are guides to better listening. They are the answer to developing better listening habits that can last a lifetime.

Keys to Effective Listening	What the Bad Listener Does	What the Good Listener Does
<ul style="list-style-type: none"> <li>• Find areas of interest.</li> <li>• Judge content, not delivery.</li> <li>• Hold your fire.</li> <li>• Listen for ideas.</li> <li>• Be flexible.</li> <li>• Work at listening.</li> <li>• Resist distractions.</li> <li>• Exercise your mind.</li> <li>• Keep your mind open.</li> <li>• Capitalize on the fact that thought is faster than speech.</li> </ul>	<p>Tunes out dry subjects.</p> <p>Tunes out if delivery is poor.</p> <p>Tends to enter into argument.</p> <p>Listens for facts.</p> <p>Takes intensive notes using only one system.</p> <p>Shows no energy output. Attention is faked.</p> <p>Distracted easily.</p> <p>Resists difficult expository material; seeks light, recreational material.</p> <p>Reacts to emotional words.</p> <p>Tends to daydream with slow speakers.</p>	<p>Finds opportunities: asks, “What’s in it for me?”</p> <p>Judges content, skips over delivery errors.</p> <p>Doesn’t judge until comprehension is complete. Listens for central themes.</p> <p>Takes fewer notes. Uses four of five different systems depending on speaker.</p> <p>Works hard, exhibits active body state.</p> <p>Fights or avoids distractions, tolerates other’s bad speaking habits, knows how to concentrate.</p> <p>Uses heavier materials as an exercise for the mind.</p> <p>Interprets color words, does not get hung up on them.</p> <p>Challenges, anticipates, mentally summarizes weighs the evidence, listens between the lines to the tone of the voice.</p>