

Check list for good listening

- I gave the speaker my complete attention.
- I concentrated on what the speaker was saying.
- I didn't argue mentally with the speaker even when I disagreed with what they were saying.
- I kept my brain in gear and didn't daydream during the talk.
- I didn't make snap judgments about what the speaker was saying.
- I looked at the speaker when they were talking.
- I watched the speaker's nonverbal communication AND listened to what the speaker said.
- I paid enough attention to be able to write down key ideas about what the speaker said.
- I asked appropriate questions.
- I was able to find connections between my own ideas and knowledge and the ideas and knowledge of the speaker.

