



# Listening Skills Inventory

The following is a list of strategies to use while listening to an informative presentation.

## Listening Strategies

<b>Pre-listening</b>
<ul style="list-style-type: none"><li>• Have a specific purpose for listening and attempt to ascertain speaker's purpose.</li><li>• Think of background knowledge on the subject before listening.</li><li>• Tune in and pay attention.</li><li>• Minimize distractions.</li></ul>
<b>During Listening</b>
<ul style="list-style-type: none"><li>• Give complete attention to listening task and demonstrate interest. Maintain eye contact.</li><li>• Resist distractions.</li><li>• Search for meaning in what is being said.</li><li>• Look for signal words, such as "remember," "for example," "to summarize," and "finally."</li><li>• Respond to the speaker—answer questions and/or nod for indication of understanding.</li><li>• Ask questions.</li><li>• Constantly check understanding of the message by making connections, making and confirming predictions, making inferences, evaluating, and reflecting.</li><li>• Take fewer, more meaningful notes--outline, map, or categorize the information as it is given</li><li>• Distinguish the message from the speaker.</li><li>• Consider the context and "color" of the words.</li></ul>
<b>After Listening</b>
<ul style="list-style-type: none"><li>• Follow up on presentation by reviewing notes, categorizing ideas, clarifying, reflecting, and acting upon the message.</li></ul>

