## **Tips for Effective Listening**

- 1. STOP talking! Let the speaker do most of the talking.
- 2. Wait for a natural break if you would like to reply.
- 3. Ask clarifying questions if you do not understand something the speaker said.
- 4. Be aware of your body language.
- 5. Summarize the speaker's main points.
- 6. Do not make the story about you.