

Methods for Maximizing Effective Listening

1. Sit at the front of the class so that you can hear clearly all that is being said.
2. Take notes
3. Sit comfortably erect. Slouching makes you sleepy and indicates to your instructor your disinterest.
4. Look attentive. Show your interest by keeping your eyes on your instructor.
5. Concentrate on what the instructor is saying. Try to ignore external distractions. Try to eliminate internal distractions.
6. Think of questions you would like to ask or comments you want to make.
7. Be flexible—adjust your listening and note taking to the lecture.
8. Concentrate. Cope with external distractions. You can reduce many environmental distractions by moving to a different seat, perhaps away from a door or window. Move closer to instructor which helps you hear better and focuses your attention. Become so interested in what instructor is saying that you ignore any mannerisms of instructor that are bothersome.
9. Eliminate internal distractions (physical discomforts, personal concerns, daydreams). Personal concerns, no matter how large or small cannot be solved during a class. Large problems can be discussed with counselor or friends. Small problems (getting your laundry done, meeting a friend, running errands) can be handled by listing them on a page in your notebook. Then you can forget them until end of class. Self talk helps you redirect your attention. Interrupt daydream with a strong internal command like, “STOP! Pay attention now. Think about this later.”
10. Maintain your stamina in listening to lectures. Students tend to take fewer and less comprehensive notes as a lecture progresses. Active listening and continued mental questioning help you remain focused and attentive.

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