**Suggestions for Active Listening**

1. Have a purpose for listening.
2. Pay careful attention to the instructor’s introductory and summary statements. These usually state main points.
3. Take notes.
4. Sit comfortably erect. Slouching makes you sleepy and indicates your disinterest to your instructor.
5. Look attentive. Show your interest by keeping your eyes on your instructor.
6. Concentrate on what the instructor says. Try to ignore external distractions. Try to eliminate internal distractions.
7. Think of questions you need to ask or comments you want to make.
8. Listen for transition words that signal main points.
9. Note words or references you don’t understand. Do not try to figure them out at the time. Look them up later or ask about them in class.
10. Be flexible. Adjust your listening and note taking pace to the lecture.
11. If the instructor speaks too quickly or unclearly, then (a) ask the instructor to speak more slowly or to repeat information; (b) leave plenty of white space and fill in missing details immediately after class; (c) exchange copies of notes with classmates; (d) ask the instructor for clarification after class; and (e) preview lecture topics before class.
12. Avoid being a distraction. (Keep your hands still, wait your turn in discussions, avoid whispering and fidgeting, etc.) This is particularly hard to do when you perceive class to be boring. To combat classroom boredom, you(a) take detailed notes to prevent daydreaming; (b) move to the front of the class so that you are less likely to doze; (c) generate interest by holding a mental conversation with the lecturer (for example, saying “I wonder why that is true? I disagree. What if…”).