

Active Listening Skills



Eye Contact

Eye contact during the conversation shows the speaker that you give him your attention and that you really care about what he says.



Avoid Distractions

There are so many examples of distractions such as our thoughts, mobile phones, gadgets, music, side activities, other people and more. Learn to avoid these distractions otherwise they can destroy your conversation.



Body Gestures

Body gestures and language are a whole science. Your body gestures tell the speaker whether you listen carefully or not.



Give Feedback

Ask questions to clarify certain points, tell your opinions, summarize the speaker's comments.



Show That You're Listening

Use facial expressions such as smile, note your posture, encourage the speaker to share and to continue.

Listening allows you to learn, to have relationships, to plan, to develop, to be the part of something, to create, to think.... and much more!