

# Smith Middle School

## **TRIPLE A'S** to BETTER LISTENING

Listening is a difficult skill to master. One of the most important ways to learn is through listening. Often times, we do not really hear what is said and yet we need to listen in order to follow directions, to learn new ideas, to appreciate music, drama, good speech and to enjoy the friendship of others.

To be a good listener, you must learn to share the speaker's thoughts without saying anything yourself - until the speaker is finished. This is difficult!

FOLLOW THE **TRIPLE A'S** TO BETTER LISTENING TO IMPROVE THIS IMPORTANT SKILL:

### **BE ATTENTIVE**

- ⇒ Posture- Sit up straight at your desk and lean slightly toward the speaker. This will help you concentrate on what is being said.
  
- ⇒ Eye Contact- Look at the speaker's face while he/she is talking. If the speaker is using visual aids (ex. Overheads, books, handouts, white board), look at those materials.

### **ACKNOWLEDGE**

- ⇒ Accept the information presented by the speaker by nodding, taking notes and answering questions.
  
- ⇒ No side talking

### **ASK**

- ⇒ Relate- Try to "think about" what you already know about the topic at hand.
  
- ⇒ Ask questions.