

## Some useful tips on how to Be a Good Listener

- **Listen while keeping the eye contact** - This shows that you're interested in listening to what is being said.
- **Be slow to speak** - At times, people speak to take out their frustration. Actually they want a shoulder to count on and a keen ear to listen to them. Listen first and whenever speaking, speak slowly so that the person gets time to solve things at his end.
- **Keep the secret** - When people tell you something personal, they expect that you will keep the information with yourself and will not gossip around. Keep the trust by keeping talks private.
- **Be attentive** - Learn to listen keenly and let the speaker know that you're actually listening to him. You can speak phrases, like yeah, hmmm, I know, that's true, okay, etc, in between, so as to show your interest.
- **Show gratitude** - Allow the speaker to discern that you feel pleased that he/she opened up with you. If nothing personal was whispered, then let the speaker know that you enjoyed listening to him/her and you actually learnt a lot.
- **Stay in tune** - While the conversation is still going on, don't disappear in between just because your mind drifted. Any type of fidgeting and fiddling show that you're not interested in listening. If you're finding it difficult to concentrate, start repeating what is being said to you by the speaker.

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