

Exhibit 2.5, Listening Strategies

Practice listening skills to become a better listener.

LISTENING STRATEGIES

- Find common interests with the speaker or topic.
- Judge the content—not the delivery—of the message.
- Delay judgment until the speaker is finished.
- Listen for the main ideas of the message.
- Take notes on the important points.
- Concentrate on listening; stay alert.
- Avoid or ignore physical and environmental distractions.
- Listen with an open mind. Do not let prejudices or assumptions cause you to miss the message.
- Ask questions or give feedback, if appropriate.
- Review and evaluate or analyze the message after the speaker is finished.

