

Active-Listening Tool

<p>Directions: When engaged in communication, try some of the following active-listening prompts. After the conversation is over, reflect on your strengths and growth areas. How can you get even better at active listening?</p>			
Listening Skill	Sentence Leads	My Strengths	My Growth Areas
<p>Attending I observe the actions and unspoken emotions in the speaker.</p>	<ul style="list-style-type: none"> • It seems like you might be sad. • Are you tense right now? • I noticed that made you smile. 		
<p>Inquiring I ask meaningful or interesting questions that keep the conversation going.</p>	<ul style="list-style-type: none"> • Were you excited, scared, or sad when that happened? • What did you think of that? • Will you continue? • Why is that important to you? 		
<p>Acknowledging I take notice of, recognize, or confirm something the speaker said.</p>	<ul style="list-style-type: none"> • I understand. • I agree. • I can see your point. • I'll add another idea to your point. 		
<p>Inviting I encourage the speaker to say more.</p>	<ul style="list-style-type: none"> • I'd love to hear more about it. • I'm curious about that. Can you say more? • Can you explain that in another way? • Would you please expand on that idea for me? 		
<p>Paraphrasing I restate what the speaker said in different words so the speaker knows I heard the message correctly.</p>	<ul style="list-style-type: none"> • If I understand correctly, you're saying that . . . • When you said . . . I thought you meant . . . • So, if . . . is true, then I wonder if . . . • Would this thought support what you just said? 		