Listening Skills

Engineering Communications
Why Listening is Important

- Solves problems
- Resolves disagreements
- Better cooperation
- Prevent trouble
Listening Habits

- Poor listening habits
- Ways to overcome
Thinking the subject is uninteresting

- Ask yourself, “what can I use here”

- Focus on what is being said not who is saying it.
Thinking about the Speaker’s Delivery

- Focus on content
- Write down annoyance to think about later
Pretending to Listen

- Quiz yourself
- Imagine yourself having a conversation with that person immediately afterwards
- Make eye contact
- Nod and smile at speaker