



EFFECTIVE LISTENING

Aids to effective Listening

✓ Prepare BEFORE the lecture

- Skim read recommended texts on the topic.
- Check course outline; know lecture topic.
- Revise notes from previous lectures - note ideas relating to current lecture topic.
- Be familiar with vocabulary - look up unfamiliar words from your readings or previous lecture.
- Decide on helpful abbreviations.
- Actively think about the lecturer's questions.
- Raise 3 or 4 questions of your own on the lecture topic. These "tune" you into the lecture - actively seek answers

✓ Act like a LISTENER

- Sit near the front of the room.
- Concentrate on listening.
- Make eye contact with the lecturer.
- Ask questions if permitted.



✓ Focus on KEY ideas and structure.

- What are the main ideas of the lecture? (Clues to these come from your pre-reading and the lecturer's verbal and non-verbal cues).
- Distinguish principles from examples and identify primary ideas

✓ Use your mind

- Question and evaluate (make judgements about) material presented. Do you agree with it? Does it relate to the pre-reading you did? Is it difficult to understand?
- Does it relate to something you have learned in another class or elsewhere?
- Attempt to answer the lecturer's questions (even if it's only to yourself).
- Identify issues that can be raised in tutorials. Note down your thoughts

✓ Know the lecturer

- Work out your lecturer's format.
- How does the lecture begin?
- Are there diagrams to copy?
- Does he/she reiterate key points?
- Does he summarise at the end



Related resources:
Effective Reading
Suggested Study Routine

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Barriers to effective Listening

✖ Insufficient PREPARATION

- Don't go into lectures 'cold'.

✖ Distraction

- Deal with the distraction and return to the task at hand
- When your mind begins to wander back to Saturday night acknowledge that thought and return your attention to active listening.

✖ Missing non-verbal cues

- Non-verbal cues, such as hammering the desk to emphasise a point or looking away on less relevant points can help you to identify the crucial material.

✖ Trying to get down every word

- Concentrate on listening, think about what you hear and note down only the key points.

✖ Stress and worry

- Manage your study time effectively.
- Attend lectures and tutorials.
- Share your worries with other students (many will have the same worries).
- If stress, whether from studies or other issues becomes chronic, consider visiting the University Counselling service. Counselling services are private and free to students.

✖ Not enough food, or sleep

- It's a good idea to have a drink of water and a nutritious snack (such as a banana, yoghurt, sandwich or muesli bar) before a lecture