Be an Active Listener

1. **BE PREPARED.**
   - Look over __________________ the day before it is reviewed (PQRST).

2. **LOOK AT THE SPEAKER.**
   - Watch for “__________________” i.e. voice quality, hand motions
   - Listen for “__________________” i.e. therefore, however, secondly

3. **BE __________________.** DON’T TALK, DOODLE, FIDGET, OR READ.

4. **BE PATIENT.**
   - Listen to your __________________ questions.
   - __________________ from fellow classmates.

5. **TAKE PART IN _______________________________.** (Use Q&A sheet)
   - This helps you stay interested.
   - Note points the teacher __________________.

6. **TAKE NOTES!!!**
   - Keep your mind active; __________________ as much as you write.

7. **DO NOT ALLOW YOUR MIND TO __________________.**
   - You create your own __________________.
   - Make a check on a separate paper each time you “catch” your mind wandering.
   - Set a __________________ to make fewer checks for each class time.