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## Ten Listening Habits That Lead to Higher Grades

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1. Sit near the front and away from friends.
2. Plan to listen. You don't have to plan to hear, but listening requires that you decide to listen.
3. Pay attention. Don't fake attention.  
Some people concentrate so hard on pretending to listen that all of their energy goes into "acting."
4. Focus on what is being said and not on what you are going to say. Never interrupt the speaker.
5. If you sit in the front and still have trouble hearing, speak to the instructor about this when class is over.
6. Do not try to write down everything.  
Listen for what the speaker presents as important and take notes in outline form.
7. Don't create or tolerate distractions.
8. Listen for "sign posts." Instructors may say, "This would be a good test question," "These three points are important," "Remember, that you have to apply the information in this diagram."
9. When you realize that you are not listening, "re-load."  
Don't give up. You may have to "re-load " many times during the lecture.
10. Use the time differential between what the instructor says, (at a rate of about 125-175 words a minute) and your ability to listen to up to 450 words a minute. You have a 75% window of time to re-load and re-focus or to let your mind wander. Use this time to summarize or to predict where the lecture is going.

**The ability to listen is not a gift.  
It is developed through determination and the awareness that determination is required.  
You can learn to listen.**