



Listening To Others



The Skill	The Purpose
When someone is talking to me, I should stand facing towards him/her.	I should stand facing towards someone so that I can hear them clearly and let them know that I am paying attention.
When someone is talking to me, I should look at their face while they are speaking.	I should look at the face of the person that is talking to me so that they feel that I am listening to them.
When someone is talking to me, I should look directly in their eyes from time to time.	I should look directly in someone's eyes while they are talking so that we both feel "connected" to the conversation.
When someone is talking to me, I should acknowledge them by my nodding my head or making a comment about what they are saying.	I should acknowledge what someone is saying by nodding or making a comment so that the other person knows that I understand what is being said.