**Becoming a Better Listener!**

Do you remember the old sentence why God has given us two ears and one mouth? Listening is a main element of effective communication. But we still speak more instead of listening well. Experts listen more than they speak. Then why is it hard to listen more for some people? If you are a good listener, it will be very useful for you. You will understand others better. You will waste your time less in a wrong communication and since people love to be listened to, you will create more powerful relationships. If you learn how to listen effectively, you will gain a lot. By the way, it is worth it and will not cost you much to listen effectively. All professional listeners adhere to these rules.

First of all, you should not do several activities at the same time. Generally speaking, it is not good to perform activities at the same time. If so, your attention will be distracted to different things. If someone is talking to you and you are checking your email or text messages, it exactly seems that you are not there at all. The right thing to do is to put aside whatever you have in your hand and pay attention your undivided attention to whom you are speaking with and do not be distracted.

The next rule is to use your body language well including direct look to the addressee, eye contact, showing your enthusiasm by nodding, moving the features of your face, and also not using hands and arms coldly and defensively. All these together show to your addressee that you are listening to him.

Furthermore, try to think to what they say without hasty judgment or without expressing what you have in your mind. We usually suppose we know what they are going to say. Therefore; you begin thinking and judging about what they are going to say. Instead of trying to answer in advance to the things that pass in your mind, it is better to pay attention to gestures, delicate changes of voice and tone of words of your addressee.

The next important point is to make note. It is enough to write down simple key words. By doing so, not only you avoid forgetfulness, you also give the message that you are listening attentively and actively.

The last point is that when your addressee finishes his words, you review a summary of these words. Then you ask him a series of questions and repeat the summary to make sure that you have noticed thoroughly what he has meant. Sometimes you should say, “If I understood you, you mean ……. Am I right? ” Then they can correct your impression if necessary or simply they will confirm it. The art of communication is how to use words well and also how the words of others are listened to well. Remember these points so that the others to whom you talk next time check whether their words were listened to or not.