



# High School

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Effective Communication Skills

### Listening Skills

- Let the speaker know you're listening
- Check in to make sure you understand
- Ask more questions to get further information
- Think about what the speaker is saying before you speak
- Sum up what you heard

Use the box below to take some notes on the conversation.

A large, empty rectangular box with a light blue background and a dark blue border, intended for taking notes. The box is designed to look like a 3D frame with a slight shadow on the right side.