

Free printable social skill Worksheets

ACTIVE LISTENING

Active listening is the ability to listen closely to what the other person is saying. Active listening helps you to focus on the speaker and avoid distraction.

How to develop active listening skills?

- Look at the speaker while they are talking to you, do not look at any other thing like your phone.
- While you listen to them, try to picture what they are saying.
- Don't interrupt the one who's speaking. Let them finish first.
- After the speaker has finished, provide feedback so that they know you have listened to them carefully.

EFFECTIVE LISTENING

Effective communication is the ability to convey your thoughts and feelings to others effectively.

How to develop effective communication skills?

- Explain your idea assertively.
- Include your body language when you are communicating.
- Always make your communication simple and understandable.
- Know what you are saying to others and be clear.
- Let others approach you and ask you questions.