

LISTENING CARDS: 'NOT LISTENING'

DO:

- Cross your arms
- Turn away from the speaker slightly
- Check your watch occasionally
- Keep glancing around the room
- Seem distracted by:
 - Doodling on a notepad
 - Rummaging in your bag looking for a pen
- Interrupt, comparing yourself to the speaker
- Ask irrelevant questions
- Make suggestions
- Give advice as frequently as possible
- Find every opportunity to share your own story

DO NOT:

- Maintain eye contact
- Summarise
- Stick to the speaker's topic