

**Active Listening or Listening to Understand
Discussion Tips & Phrasings**

**From Intro to Collaborative Discussion - Session #4
October 27, 2021; 1:30 - 3 PM (ET)**

➤ Summary Goals:

- **Be curious- ask questions;**
- **Build on others' ideas; and**
- **Summarize/re-phrase/clarify ideas.**

➤ What this may look or sound like in practice; different tips or phrasings:

■ **General Tips:**

- Listen to understand, *and not necessarily to respond, resolve, or correct*
- Be conscious of body language
- Silence is [often] golden (allows for thinking and reflection)
- Pay attention to what is not said as well.

■ **Being curious; asking questions:**

- "I'd like to know more about what _____ said.
- "Tell me more." or "Could you say more about that?"
- "What do you mean by _____?"
- "Could you give an example?" or "How might that work in practice?"

■ **Building on others' ideas:**

- "I'd like to build on what _____ said"
- "Yes, and"
- "I have another or different perspective on that which may be helpful."

■ **Summarizing, re-phrasing, clarifying:**

- "Here is what I'm hearing.... Do I have it right?"
- "Would _____ summarize your idea?"