

## General Listening and Speaking Tips

### Listening Tips:

1. **Listen to and observe the speaker.** Listen to the speaker's tone of voice, give him your undivided attention, and watch his body language. All these will work together to help you understand what the speaker is trying to convey or say.
2. **Do not attempt to translate information to your native language.** If you translate you will get distracted and will miss listening to other information that might be important. Also, your focus would be on details rather than understanding the core of the speech or lecture.
3. **Focus on whole ideas and topics rather than details.** Do not get discouraged if you don't understand a word, a phrase, or a sentence. Try to focus on the overall topic of the lecture or speech.
4. **Pay attention to content or key words.** These words will help you understand better the content of the lecture or speech.
5. **Relate the information to your previous knowledge of the topic.** This will help you comprehend the material in a better way. In other words, be an active listener by getting your mind involved.
6. **Take brief organized notes.** Do not panic if you miss a point. Most likely the speaker will repeat the information either instantly or at a later stage. Leave a blank space that you will fill up once the information is repeated or when you compare notes with another classmate.
7. **Listen to English as much as you can.** Listen to radio programs, watch T.V. , listen to your classmates and people in the street, and make use of the internet listening resources. In fact, the more you tune in to English, the easier it becomes to understand what people say.

### Speaking Tips:

1. **Do not feel afraid to talk.** Engage in conversations with people whenever it is possible. You will not be able to learn how to speak a language if you keep quiet. You have to attempt to speak, and it is O.K. if you make a mistake.
2. **Listen to recorded material and attempt to repeat the sentences.** A good technique would be to record and listen to the sentences you repeat. This will help you improve your spoken English as well as your pronunciation.
3. **Practice, practice and practice is the key word here.** Practice with your friends, classmates, and any other person who is willing to help you.
4. **Participate in class discussions and attempt to speak in class.** Your instructor will be able guide and help you only if you become an active student. If you keep silent no one will be able to help you improve your spoken language.