

Steps of active Listening Active listening is a process with five important steps: attending, understanding, remembering, evaluating, and responding. Active listening is an essential skill for better communication in all areas of life. First, attending means focusing on the speaker and blocking out distractions. Second, understanding is about interpreting the message correctly. It is not just about hearing but also thinking and responding thoughtfully. By practicing these steps, you can improve your listening skills and better connect with others. Active listening helps you to stay engaged and understand what is being said.