

# ***Active Listening***

*How to help **Long-Winded** People  
**Get to the Point**  
&  
**Closed** People to **Open Up***



# Style of writing!

I love bullet points!

Don't talk me to death.

Give me your bottom line first and then make your explanation brief.  
That is why:

- My table of contents gives the main subjects!
- The Intro. briefly answers each question in the booklet.
- The chapters are brief studies, filling in each point.

## **Table of Contents**

1. The **Two Best Ways to Lead a Conversation**
2. **Two Other Tips**



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## Intro – Overview

### 1. The **Two Best Ways to Lead a Conversation**

Compliments and Questions!

*(Expanded study in chap. 1 – pg. 1)*

### 2. **Two Other Tips**

When **Leading a Group** and when in a **Social Situation**.

*(Expanded study in chap. 2 – pg. 3)*



## Chap. 1

## The Two Best Ways to Lead a Conversation

### Questions and Compliments

Asking Questions is the method that Jesus used when he was only 12 years old to bust through cultural barriers and cause those talking to want to listen to HIM!

*Luke 2:46-47 After three days they found him in the temple courts, sitting among the teachers, **listening** to them and **asking** them **questions**. <sup>47</sup> Everyone who heard him was **amazed** at **his understanding** and **His ANSWERS**.*

What a FASCINATING passage. Jesus asked such INTERESTING Questions that the TEACHERS turned around and **ASKED Jesus questions**.

In the gospels, Jesus asked others over **300** questions. It was Jesus' primary way of **DIRECTING a Conversation**.

When you ask someone a question, you are **DIRECTING** the **Conversation** in a specific direction **YET** still giving the other person **CONTROL** over **who talks**.

### Why are they Long-Winded – Assume the Best

It is true that some people are simply so Self-Focused that they love to dominate conversations. However, my experience is that those selfish people are the **Minority** of Long-Winded people.

I have seen that many people just:

1. Enjoy Social Interaction
2. Don't know HOW to Bullet Point a Story
3. Get Stuck Talking and Don't Know How to Quit.

Whatever the reason, almost everyone is eager to have their monologue interrupted with a question.

## Questions for the Quiet – Always give Two Options

Quiet people often feel paralyzed or terrified in a dialogue.

Perceptive questions only work when you give them **TWO Options**.

These two options allow them an easy route to process and share their thoughts.

Prov. 20:5 The **Purposes** of a man's heart are **Deep Waters**  
but a man of understanding **Draws** them **Out**.

It is Important to Note that asking Perceptive Questions takes very focused listening and Lots of Prayer.

When I am talking with a Closed Person, I am constantly praying, asking Jesus to show me their heart and how I can help them.

## Compliments – Always Direct the Conversation

*“**May** I tell you something you **shared**  
that I really **ADMIRE & APPRECIATE?**”*

Everyone loves to be interrupted with this question.

This allows you to pick one aspect of the 20+ different aspects of their sharing and to emphasize that point.

- With Long-Winded people this aims them in this direction.
- With Quiet people this gives them courage to continue to share.

Prov. 16:24 **Kind** words are like **honey**  
**sweet** to the **soul** and healthy for the body

## Two Other Tips

### When **Leading** a **Group Discussion!**

Many Christians have a legitimate fear of Small Groups. Millions and Billions of small group meetings have been completely **RUINED** by One Long-Winded Person. Every other person wishes they had Stayed Home.

When someone has no sense of time and they talk too long, there is a method that always works.

- You interrupt them with a Sincere Compliment.
- You immediately ask the Next Person in the group a question.

Most of the time, they catch the hint. However, some people are Offended and share that they were NOT DONE talking. In that case, you simply share that you:

***“Appreciate that  
And **maybe** we can **talk after** the **group**  
But we **need** to make **sure** that **everyone** has **time** to **share**.”***

The rest of the group will be Very Thankful for your gracious leadership.

### In Social **Situations** - Keep **Moving**

Have you ever felt **TRAPPED** in a Social Situation. Your mistake was **STANDING STILL**. You can not trap a moving target.

There is ALWAYS something you Need to do. Even if I just to go to the Bathroom or to Talk to Another person. It is so gracious to say:

***“I need to go...  
Can you please **walk** with me as we **head** that direction?  
I would **love** to hear the **rest** of what you wanted to share!”***

In the gospels, you will notice that Jesus was almost always MOVING.

## Conclusion

Let's be like Jesus and help the Long-Winded get to the Point while helping Closed People to Open up.





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