Listening for specific information

Here are some ideas to help you to listen and get the information you need in different situations.

Face to face or on the telephone

To check you heard the information correctly, you can ask questions:

I’m going to be late home next week on Tuesday and Wednesday.  
Did you say you’d be late on Monday and Tuesday?

You can repeat the information to check it:

Your appointment is on Monday the 9th at 3.30pm.  
Was that Monday the 9th at 3.30?

You can make a note of the important information to help you remember it:

Dr Alyss
Monday 9 June
3.30pm

Recorded messages

- Listening to a recorded message can be more difficult.
- It’s important that you’re clear about what information you’re listening for.
- So before you listen, think about what you want to know.
- You could prepare by having a note ready.
- Remember, you can listen to the message as often as you like.