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Subject: Professional Communication

Subject Code: 102001915

Class: 2-CE-1

Envollment No: 1200 2040701067

12002040701067 Page No.: 1 Hunaid A Assignment-2 (Unit-2) 1. What is listening? State the difference between listening & Heaving? Explain in Brief, the Types of listening.

And Elistening is a process of reciving, intemporting & searting to a message seceived from the Speakers! * Difference between Hearing & listering:-· Hearing 2 listening are not the Samo. In fact, hearing is solely depends on the cars, is a physical act, everyone can hear without deliberate effort. On the other hand, listering prequipes voluntary attention & then making sense of what is heard. It requires a conscious effort to interpret the sainds, grasp the meanings of the woods & react to the mess. · listening is some time (because of focus) bining but hearing is not...

2. What are the types of Listening?

Ans Types of Listening: is Appreciative Listening: It is listening for devising aesthotic pleasure, as the do when we listen to a comedia

12002040701067 Page No.: (4) Page No.: 2 Hunard hamal. musian cian, or entertainer. cio Empathetic listering:-When we listen to an upset friend who wants to expel his feelings, we provide emotional a moral support in form of emposthetic listering. For e.g., when psycholicatrists listen to their patients, their listering is classified as empathetic listering. ciii) Compsehons ve Listening: This type of listening is needed in the classoom when students have to listen to lecturers to understand & composehond the message. civi Contical listering: · When the purpose is to accept or reject the message or to evaluate it critically, one requires this type of listening.

For e.g.; listening to a sales person before making a purchase. on Active listening:-It is the most useful 8 imp. listening skill. In active listening, we are also genuinally interest in understanding what the message means, & we are a ctive in checking out our understanding

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	of their message & reflect it back to the sender for versification.
	sender for rerostication.
	as a most all afford on the
Civo	Passive listening:-
Anous a	the property of the control of
lained	We listen passively & attentively. Passive listering occurs when a listener does not verbally respond to the speakers e.g., watching IV.
anists I site	occurs when a listener does not verbally
Buitag ci	respond to the speakers e.g., nathing TV
9.	What is listening? Discuss Barriers to effective
	Ustering, - invised grazmonderance (iii)
Ans	Listening is a process of secenting interpreting
m07576377	& reacting to a message seciened from the
as to	Listening is a process of secenting, interspetting 8 searting to a message seciened from the Speakers.
***	Thinking is the biggest obstacle in listering process which directs the mind from voriginal track & hence, speakers doesn't achieve the good response from listeners. In addition, some more barriers affect to a They are:
	process which diverts the mind from original
14 3 2 50	touch & honce, speakers doesn't achieve the
246 1391	good response from usteners. In addition,
208.0	some mose barrers affect to a They are:
0,	Could so maico & shured Isand
	Physical Barriers: Physical barriers to listening could be noise & physical discorner or any physical factor.
	- Charles 11 - C
tio	Psychological Barriers: Any psychological or
101111111111111111111111111111111111111	emotional distinctioned con more
Hooder W	to be barrier to effective
219 7	listerno because it loods to
sa back	lack of Anterest. 8 conventration

120020407060 pianus) + Huraid Page No.: (4) Dete : cini linguistics Barroviers: If one listens to something in a language or dialect that he is not able to follow, a communication will break olown cio Cultural Baronier: If the speakers & listeners belong to different cultures & shape different values, listening 8 difficult process. listen patiends, to the others of their start