

- Put the Speaker at Ease
 - Listen for ideas not just words
- Communication
- Wait and Watch for Non-Verbal

How to Listen Effectively

- Stop Talking
- Be Silent
- Empathize
- Ask Questions
- Maintain Eye Contact
- Practice Listening
- Show Interest
- Listen Creatively



Why People Don't Listen

- People are distracted and preoccupied a full 75 percent of the time.
 - We usually recall just 50 percent of what was said immediately after we talk.
 - We just spend 45 percent of our time Listening.
 - We remember just 20 percent of what we hear.
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- Psychological Barriers
 - Being unsure of the Speaker's ability
 - Personal Anxiety
 - Attitude
 - Impatience



Barriers to Effective Listening

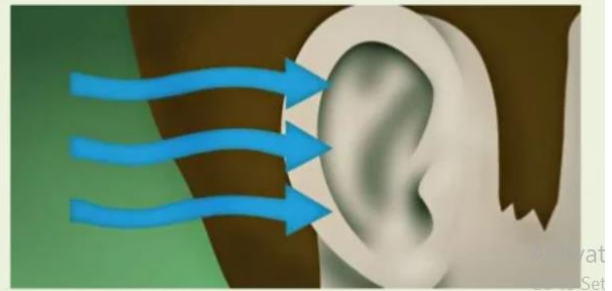
- Physical Barriers
 - Noise
 - Defected mechanical Devices
 - Uncomfortable Environment
- Physiological Barriers
 - State of Health
 - Disability
 - Wandering Attention

Importance

- To avoid communication errors.
- Helps to learn something new.
- It is key to success.
- We display respect to others view point.
- It is directly proportional to learning.
- It empowers your own personality.

Fallacies About Listening

- Listening is not my problem
- Listening and hearing are same
- Smarter people are better listeners
- Good readers are good listeners
- Listening improves with age and experience



Stages of Listening Process

- Hearing
- Focusing on message
- Interpreting
- Analysing and Evaluating
- Responding
- Remembering



Basic Types Of Listening

- Active Listening
 - Understands all things
 - Proper Interaction
 - Proper Feedback
- Selective Listening
 - We remember only selected portion.
 - Topic not to our liking.



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Go to Sett

Meaning

- Listening comprehension is more than just hearing what is said.
- Listening is a process of receiving, constructing meaning from, and responding to spoken and/or non-verbal messages.
- Listening is an Active process.



Listening Comprehension



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