**UGANDA MARTYRS UNIVERSITY NKOZI**

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**REG.NO:2022-B071-10283.**

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**COURSE: BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**

**Question:**

**Discuss the value of the following elements of an effective listener.**

Listening is the ability to pay attention to and effectively interpret what other people are saying.

1. **Purpose of listening.**

Listening makes people feel like they matter which in turn makes them work harder. It also makes the experience of speaking to you enjoyable to other people,

1. **Preparing before the lecture (having prior knowledge of the topic)**

This helps a listener to get comprehension from the spoken language and topic to be handled or taught at hand.

1. **Understanding learning objectives:**

It helps us to understand the other person’s point of view and to respond with empathy.

It also makes people / workers more productive as they are able to understand what is expected of them by management or other people.

1. **A positive mindset**

Having a positive mindset helps you relax, remember, focus and absorb information as you learn and listen.

1. **Keeping time**

Keeping time shows that a person is interested in what the speaker has to say. This not only does it give the speaker morale but also helps build a mutual relationship between the speaker and the listener. As said “the early bird catches the worm”, a listener that keeps time is most likely to listen better than a person that comes in late for an event.

1. **Clearing your mind of other concerns**

Having a mind clear of any other concerns helps improve concentration of the listener. For example, a person that has clear mind listens way more effectively as compared to a person that has a lot of stuff up his mind as this takes away all his concentration off the speaker.

1. **Self-drive to learn**

Self drive enables a person know what s expected of them and to also have a specific goal or target to accomplish as they listen to whatever instruction or message is being passed on to them. For example, if a person knows that in order for him/her to pass an examination or test they should listen attentively to what the instructor is telling him/her.

1. **Critical/active listening**

By listening critically, you will be more likely to notice unwanted assumptions in a speech which may prompt one to question the speaker if the questions are taken.

It also helps you understand people’s needs and concerns more clearly, prevent misunderstandings, and resolve conflicts more effectively.

It also improves concentration and also demonstrates a person’s ability to perform an essential academic skill.