**Bussiness English**

**Week-2**

**Long Descriptive Question**

**1. Define and explain critical listening and its importance in the public speaking context?**

**Critical Listening**

Critical listening is actively exploratory listening that goes beyond just listening to words. This includes evaluating and analyzing the content of the message, assessing credibility, identifying biases or errors, and assessing the speaker’s intent and all context Critical listening is essential in public speaking for several reasons

Listening is paramount in public speaking for several reasons:

**Evaluating speaker’s credibility**: Critical audience members assess a speaker's skill, knowledge, and credibility. This evaluation influences the amount of weight given to the speaker’s message.

**Analyzing Arguments:** Public speakers often present arguments or ideas. A critical audience seeks the logic, evidence, and logic behind these arguments, and asserts their validity and truthfulness.

**Identifying biases and lies**: Active listening helps identify biases, prejudices, or logical errors in speech. This allows audiences to separate emotional appeal from heated argument.

**Use different perspectives:** Public speeches should present different perspectives. Practical listening encourages individuals to engage with these concepts, leading to a deeper understanding of complex issues.

**Providing constructive feedback**: Orthodox audiences are better equipped to respond to speakers. This feedback can help speakers refine their communication skills and improve their messages.

**Enhanced Decision Making**: Whether in a political debate, a business speech, or an educational speech, critical listening helps listeners make informed decisions

Listening effectively in public speaking empowers individuals to be discerning listeners, actively participate in the discourse and contribute to a more informed and reflective exchange. It improves communication, improves critical thinking, and ultimately leads to more effective and motivated public speaking

**2.What are the six distinct ways to improve the ability to critically listen to speeches**.

Improving your ability to critically listen to speeches is a valuable skill that can help you better understand, evaluate, and engage with the content being presented. Here are six distinct ways to enhance your critical listening skills when listening to speeches

**Active Engagement**

* Listen closely to the speaker and their message.
* Avoid distractions and focus on the content of the talk.
* Write down scriptures to help you remember the main points and questions

**Analyze the Speaker**

* Consider the speaker’s background, knowledge, and bias.
* Determine their credibility and expertise in the topic.
* Know the speaker’s goals, objectives, and potentially hidden agendas

**Identify Key Messages**

* Listen to the main message or theme of the talk.
* Identify supporting arguments, evidence, and examples.
* Take note of any major takeaways or key concepts.

**Evaluate Evidence and Logic**

* Look at the quality of the evidence.
* Check that the speaker uses appropriate and reliable information.
* Examine the coherence and logical coherence of the argument

**Question and Challenge**

* Criticize when asking questions about the content.
* Challenge assumptions and statements that seem questionable.
* Ask for clarification on ambiguities or ambiguities**.**

**Reflect and Summarize**

* Think about what you learned after the talk.
* Summarize the points and arguments presented.
* See how effective the whole talk is.

**3.Evaluate what it means to be an ethical listener**

Being an ethical listener means observing the principles of honesty, respect, and fairness when interacting with the speaker. Ethical listening includes

**Honesty**

Ethical listeners are truthful in their reactions and responses to the speaker. They do not manipulate or mislead the speaker by pretending to disagree or misunderstand.

**Respect**

Ethical listeners respect the speaker’s ideas and opinions, even if they disagree. They avoid interruptions, insults, or personal attacks.

**Open-mindedness**

Ethical listeners approach a discussion with an open mind, are willing to consider different points of view, and are receptive to new information.

**Empathy**

Ethical listening seeks to understand the speaker’s feelings, thoughts, and experiences. They listen with the intent to understand rather than to judge.

**Confidentiality**

In some cases, sensitive or confidential information shared by ethical hearing speakers may be withheld unless there is a compelling reason for disclosure

**Impartiality**

Treated fairly by ethical audiences and speakers alike, without bias or prejudice. They do not discriminate on the basis of race, sex, religion or other characteristics.

Overall, ethical listening is about fostering respectful and open dialogue while observing the principles of communicative honesty and fairness

**4.How informational listening is different from critical listening**

Informational listening and critical listening are two distinct listening modes with different purposes and approaches

**Informational Listening**

**Purpose**

The primary purpose of informational listening is to gather and retain information. It's often used in situations where you want to learn, understand, or remember specific facts or details.

**Focus**

Informational listening focuses on the content of the message. You're primarily interested in what is being said and the information being conveyed.

**Response**

In informational listening, your response is typically non-judgmental. You may ask clarifying questions or seek further information to enhance your understanding.

**Emotion**

Emotional reactions are generally not the primary focus in informational listening. The goal is to absorb and process information accurately.

**Critical Listening**

**Purpose**

Critical listening aims to evaluate, analyze, and make judgments about the content or message being communicated. It's used in situations where you need to assess the quality, credibility, or effectiveness of the information presented.

**Focus**

Critical listening goes beyond the content and delves into the structure, reasoning, and potential biases of the message. You're interested in both what is being said and how it is being said.

**Response**

Critical listening involves active questioning, analysis, and assessment. You may challenge assumptions, identify logical fallacies, and evaluate the evidence presented.

**Emotion**

Emotions can play a role in critical listening, especially when assessing the speaker's persuasive techniques, emotional appeals, or potential manipulation tactics