



Parul Institute of Engineering and Technology

Career Development Cell

Semester- 4

Professional Grooming and Personality Development (303193252)

Unit 3: Listening Skills

Improving Listening Skills

Learning Objectives

Students will understand the importance of active listening.

Students will be able to identify different types of listening.

Students will learn and practice strategies for improving listening comprehension.

Students will recognize common barriers to effective listening.

Students will demonstrate improved note-taking and information retention from spoken content.

Introduction to Listening Skills

Active vs. Passive Listening

Barriers to Effective Listening

Strategies for Improving Listening

Activity: Listening Practice

Conclusion

Learning Outcomes

Introduction

Listening is a crucial skill for communication, learning, and success in both academic and professional settings.

It's more than just hearing; it's about paying attention, understanding, and responding to spoken messages.

Did you know?

We spend about 45% of our communication time listening.

Active vs. Passive Listening

Passive listening is hearing without paying full attention or understanding.

Active listening involves fully concentrating, understanding, responding, and remembering what's being said.

It shows respect and leads to better comprehension.

Barriers to Effective Listening

Physical barriers: Noise, distractions, poor acoustics.

Psychological barriers: Prejudices, preconceived notions, daydreaming.

Physiological barriers: Hearing impairments, fatigue.

Linguistic barriers: Different accents, unfamiliar vocabulary.

Strategies for Improving Listening

Focus on the speaker

Maintaining eye contact and observing non-verbal cues ensures you stay engaged and capture the complete message. It helps build trust and reduces distractions.

Take notes

Writing down key points strengthens memory and provides a reference for later. It keeps you attentive and prevents missing important details.

Ask clarifying questions

Clarifying doubts immediately ensures correct understanding of the message. It also shows the speaker that you are attentive and interested.

Paraphrase and summarize

Restating the message in your own words confirms your understanding. It also signals to the speaker that you are actively processing the information.

Practice regularly

Listening to varied sources improves adaptability to different speaking styles. Regular practice sharpens concentration and comprehension skills.

Video Example: https://youtu.be/JVDqCwP7Oak?si=uOxE7SX7vd1LZna_

Activity

Instructions

The class sits in a circle (or in rows).

Student 1 says a word (e.g., “AI”).

Student 2 repeats that word and adds a new one (e.g., “AI – Cloud”).

Student 3 repeats both words in order and adds a new one (e.g., “AI – Cloud – IoT – Big Data”).

The chain continues with each student repeating all previous words in correct order and adding a new one.

If someone forgets or mixes up the order, they are “out” (or the group can restart).

Conclusion

Effective listening is a skill that can be developed with conscious effort and practice.

It plays a vital role in academic achievement, professional success, and building strong relationships.

By recognizing barriers and using active strategies, you can significantly improve your ability to listen and comprehend.

Learning Outcomes

Students can now define and explain the importance of effective listening.

Students can distinguish between active and passive listening.

Students can identify common barriers that prevent them from listening effectively.

Students can apply specific strategies to improve their listening skills.

Students can demonstrate improved comprehension and retention of spoken information.