

1) Listening Skills

- 1) Listening to isolated sentences and speech extracts
- 2) Managing listening (Listening Effectively Tips)
- 3) Barriers to listening and their remedies
- 4) Expressing opinions (debating current events) and oral synthesis of thoughts and ideas

1. What are Listening skills? ii. How many types of listening skills? iii. Why listening is important?

Introduction: “Listening is the process of receiving, interpreting and reaction to a message from the speaker”. According to this definition there are three steps in listening. i. receiving ii. Interpreting and iii. Reaction. There are various types of listening like Active listening, passive listening etc. Hearing and Listening are two different aspects. Listening is voluntary process and hearing is involuntary and non-selective process. I used secondary resources as well as primary resources for collecting the data of this research. I have enlisted the help of my brother to understanding the different perspectives of this research and I have taken help from various websites and different writers who have worked on listening skills. I did this research to better understand the process of listening. I have learned many things after this research. There are a lot of things I didn’t understand before this research, now I understand them very well.

Krashen: (1982), Listening has primary importance in language. Well, communication is based upon good listening. During the process of acquiring a language listening play a significant role. **Rost: (2002 states that** Roost categories listening in different components like receptive orientation, constructive orientation, collaborating orientation and transformative orientation. All these components required to understand the message. **Margaret: (1988:19)** states that listening is an active process in which listener plays a very active part in constructing the overall message that is eventually exchanged between the listener and speaker. **Hughes: (1991:134)**, focused on two basic skills of listening that involved in listening comprehension they are i. Macro skill ii. Micro skill. Both skills played an effective role in listening because listeners have to use their prior knowledge to understand the general meaning of the message.

- **Importance of Listening:** Listening is very important because, **i.** It improves relationship among each other. **ii.** It improves our knowledge and information. **iii.** It improves our understanding ability. **iv.** It prevents us from increasing problems. **v.** It saves our time and energy. **vi.** It leads to better results.
- **Objectives of Listening:** Every listening has a purpose or objective. **Objectives of listening are as followings:** i. We listen for the sake of information. ii. We listen to get entertainment. iv. We listen to understand the message of speaker v. We listen to recognize and demonstrate good attention. vi. We listen to recognize and demonstrate reflection.
- **Improvement of Listening Skills:** We can improve listening skills by using **following methods:** Maintain eye contact with speaker. • Focus on the Content. • Avoid selective listening. • Avoid distraction. • Ask questions to instructor to stay active and interested. • Look at the speaker. • Do not be lost in our own thoughts.

There are many types of listening some of them are following:

<p>• Active Listening: Active listening is done when a listener listens to a speaker with full concentration and attention, respond to the speaker and remember what is being said. Example: Listening a lecture in class with full concentration.</p> <p>• Passive Listening: Passive listening is done when a listener does not concentrate on the speaker that what he or she is speaking and sitting without responding to what the speaker is saying. Example: Listening to music or news</p> <p>Appreciative Listening: Appreciative listening is a type of listening behavior where the listener seeks positive information which he/she will appreciate, and gets his/her needs and goals. Appreciative listening is done when we listen to music, poetry or the inspiring words of a speech.</p> <p>Empathetic listening: Empathetic listening is the practice of being attentive and responsive to others input during conversation. Empathetic listening is a deep listening and also called active listening or reflective listening. Empathetic listening is a listening with a attention of connecting with other person. This requires excellent discrimination and close attention of emotional signal. When we are accurately empathetic, we actually feel what they are feeling. Empathy is not sympathy. Whereas sympathy is “feeling for someone”, empathy is “feeling as someone” There are different techniques for developing empathetic listening are as follow Develop good listening habits.</p> <ul style="list-style-type: none"> • Listen to understand. • Avoid misunderstanding. • Follow the rules of empathetic listening (like pay attention, ask question for more information). 	<p>• Therapeutic or Empathic Listening: Emphatic listening is defined as the listening which is used to provide emotional support for the speaker. Example: Psychiatrist listens to a patient</p> <p>Evaluating Listening: Evaluating or critical listening is the stage in listening process in which we made judgment about what the speaker is saying. We listen to get the approach to the truth of what is being said.</p> <p>Critical listening is done when we watch a televised debate. We listen, and we evaluate.</p> <p>• Biased listening: Biased listening happens, when a person has heard only what they want to hear. For example: we think we hear our bosses say something because we are almost expecting them to say it, be it a deadline or praise. Biased listening involve evaluation, because in biased listening the listener will need to analyze and examine through the information that is presented in order to know which ones support preconceived notion.</p> <p>• Sympathetic listening: The word sympathy means to share or commiserate with someone feeling. Sympathetic listening involves giving ear to the speaker’s situation and tries to show understanding, compassion and support. In sympathetic listening we care about the other person and show this concern in the way we pay close attention and express our sorrow and happiness. In other words, there is sharing of feelings.</p>	<p>• Discriminative Listening: Discriminating listening involves in identifying the difference between various sounds. It also enables one to differentiate between familiar and unfamiliar languages.</p> <p>• Comprehensive Listening: Comprehensive listening involves in attaching meaning to what is being listened. It may also include understanding the main message of the communication. It also includes nonverbal communication, such as the tone of voice, gestures and other body language.</p> <p>• Critical listening: Critical listening is a listening in order to evaluate and judge, forming idea about what is being said. Judgment includes assessing strength and weakness, agreement etc. As a critical listener you are listening to all part of the message analyzing it and evaluating what you heard. When engaging in critical listening, you are also critically thinking. You are making mental judgments based on what you see, hear and read. This listening requires focusing on the content of the message being delivered. Critical listening is nil on judging the actual meaning of the words rather than the presentation of the speaker.</p> <p>Relationship listening: The most important factors in listening are in order to develop or sustain a relationship. Listening in order to support and develop a relationship with the other person. The purpose of relationship listening is help individual or improve the relationship among the people. Relationship listening does require you to listen to the information. the focus you need to have simply understanding the speaker.</p>
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Purpose of listening:

Result of good listening

<p>Communication is of two-way process. When a person is speaks, another person is listening. Listening and speaking are very important in oral communication. Before listening, everyone should know the purpose of listening. Some purpose of listening is discussed below.</p> <ul style="list-style-type: none"> • To gain new information the purpose of listening is to gain the information that becomes the basis of taking a decision on any topic. A student who attends to his teacher and listens to him attentively learns a lot. He stores this information in his mind and uses it in the examination. • Creating understanding Another purpose of listening is to create understanding between a listener and a speaker. To gain a full accurate understanding into the speaker point of view and ideas. • To Examine and verify the message: When a person presents a message, it consists of facts or opinion. A listener tries to know the truth of a message when he listens to a speaker. As a good listener our purpose should be to verify the message and we should question the speaker about the message. • To be inspired: Purpose of the listening is also to be inspired. Listening to someone in any form like speech, music or any form can be really inspiring through which some people get motivate. • To improve our own communication: Another purpose of listening is to improve our own communication. We can impress by good communication in an excellent way. We can improve our own communication by attending meeting, hearing speech or even observing famous official speaking on television. 	<p>Effective listening has following benefits:</p> <ol style="list-style-type: none"> 1. Positive Attitudes: We can have positive and helpful attitude by understanding the bar that lie in the way of good listening. 2. Positive feedback: By positive feedback speaker knows that listeners are attentive he tries harder to give his best presentation. 3. To improve communication: Both speaker and listener can improve communication. 4. Useful information: Useful information can be had for accurate decision. 5. Better understanding: Better understanding of the other can help created. 6. Helpful to speaker: Helps the speaker to proceed further.
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Listening vs Hearing

Listening	Hearing
<p>Listening is receiving language with the help of ears. Listening is the ability of absorption the sounds and makes sense of different words and sentences. Example of listening is that: Like A ask B to fetch a glass of water B listens to A this is called listening or absorption of sound then B understand the question of A this understanding of message is called interpreting or make sense of sentence after understanding B goes to kitchen and fetch a glass of water for A here the response is done.</p> <ol style="list-style-type: none"> i. Listening is the ability of absorption and understand the words and sentences. ii. It is voluntary process iii. It is an active mental process iv. Listening is done when sound reaches to our brain 	<p>Hearing: Hearing is the sense that allows us to distinguish sounds with our ears. Hearing is the sense of gaining sounds. We perceive different sounds at a time like noise of traffic, sound of air, sound of water and many other sounds.</p> <ol style="list-style-type: none"> i. Listening is the ability of absorption and understand the words and sentences. ii. It is involuntary or non-selective process. iii. It is easy physical and passive process iv. Hearing is done when sound reaches to our ears <p>Barriers to Listening: Barriers to listening are as following:</p> <ul style="list-style-type: none"> • Lacking Clarity. • Jumping to conclusions. • Lacking confidence. • Shrinking attention. • Boredom or lack of interest. • The listener dislikes personality of speaker. • A desire to change rather than accept the speaker. • A perception by the listener that speaker lack credibility. • Having a closed mind • You make judgments. • You are prejudice or biased. • Lack of eye contact with the speaker • Inappropriate postures. • Sudden changes in topic • Selective listening • Daydreaming
<p>Successful Listening: Successful listening can only be performed when listener listen the speaker carefully and give feedback to him.</p> <p>Requirements of successful listening are following:</p> <ul style="list-style-type: none"> • Focus on the speaker. • Avoid mental disturbance. • Avoid mental distractions. • Language Understanding. • Perform active listening. • Speaker 	<p>Improvement of Listening Skills: We can improve listening skills by using following methods:</p> <ul style="list-style-type: none"> • Maintain eye contact with speaker. • Focus on the Content. • Avoid selective listening. • Avoid distraction. • Ask questions to instructor to stay active and interested. • Look at the speaker. • Do not be lost in our own thoughts. • Avoid interruption unless it is necessary. • Clear the environment of distraction means from noise. • Being a good Hearer show verbal and non-verbal cues to encourage the speaker. • Maintain the eye contact with speaker; means just focus on the speaker. • Observe the non-verbal sign of speaker. • Avoid stereotypes and prejudgments.

should prepare well. • Create positive impression. • Speak clearly. • Establish eye contact.	
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