

Active skills for 2 answer key

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Understanding Key Skills and Active Listening**

What are Key Skills?

Key skills are essential abilities that are highly valued in the workplace. They include:

- Communication
- Teamwork
- Problem-solving
- Decision-making
- Customer service
- Leadership
- Time management

How to Find and Write Your Key Skills

- Reflect on your experiences and identify tasks you excel at.
- Ask colleagues, supervisors, or friends for their observations.
- Research job descriptions in your field to determine common skills required.
- Use phrases like "Demonstrated proficiency in" or "Expertise in" when describing your skills.

Active Listening Skills

Active listening is a communication technique that involves fully engaging with the speaker. It involves:

7 Key Active Listening Skills:

1. Pay undivided attention to the speaker.
2. Establish eye contact and use appropriate body language.
3. Ask clarifying questions.
4. Summarize or rephrase what you've heard.
5. Show empathy and understanding.
6. Avoid interrupting or changing the subject.
7. Provide constructive feedback.

Is Speaking an Active Skill?

Speaking is an active skill that involves expressing your thoughts and ideas clearly and effectively.

Answer Keys and Keyword Question Answer

- **Answer Keys:** Documents that provide correct answers to questions or exercises.
- **Keyword Question Answer:** A technique in which keywords from a question are used to generate meaningful answers.

Additional Listening and Communication Skills

- **8 Active Listening Skills:** Includes the 7 key skills plus attending to non-verbal cues.
- **7 Listening Skills:** Basic skills such as paying attention, understanding, and responding.
- **4 Types of Active Listening:** Attentive, empathetic, critical, and reflective.
- **10 Listening Skills:** A comprehensive set of skills for effective communication.
- **3 Basic Skills of Listening:** Attending, understanding, and remembering.
- **5 Steps of Listening Skills:**
 - Receiving

- Understanding
- Evaluating
- Remembering
- Responding

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