


# Listening Skills



## Listening Skills

- Listening is an active process of receiving, constructing meaning, and responding to spoken messages.
- It is essential for effective communication and learning.
- Good listening improves relationships, understanding, and productivity.

## Listening Skills

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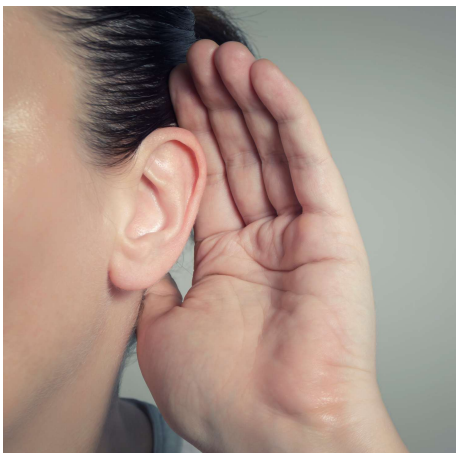
### The Importance of Listening

- Helps avoid misunderstandings and errors.
- Builds trust and rapport.
- Enhances problem-solving and decision-making.

**Example:** A student who listens carefully performs better in class discussions.

## Listening Skills

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### Why Some People Are Poor Listeners

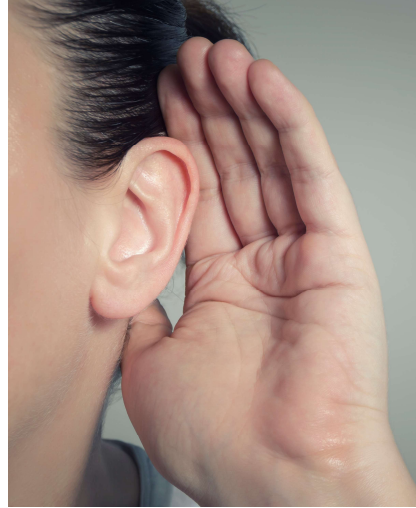
- Lack of interest or focus.
- Prejudice or bias against the speaker or topic.
- Distractions (external noise or internal thoughts).
- Formulating responses while the other person is talking.

## Listening Skills



### •Common Myths About Listening

- Myth: Listening is easy and natural.
- Myth: Hearing is the same as listening.
- Myth: Good listeners don't respond or ask questions.
- Guard against these by practicing active listening.



## Listening Skills



### Traits of a Good Listener

- Attentive and focused.
- Open-minded and non-judgmental.
- Patient and empathetic.
- Provides feedback through verbal and non-verbal cues.

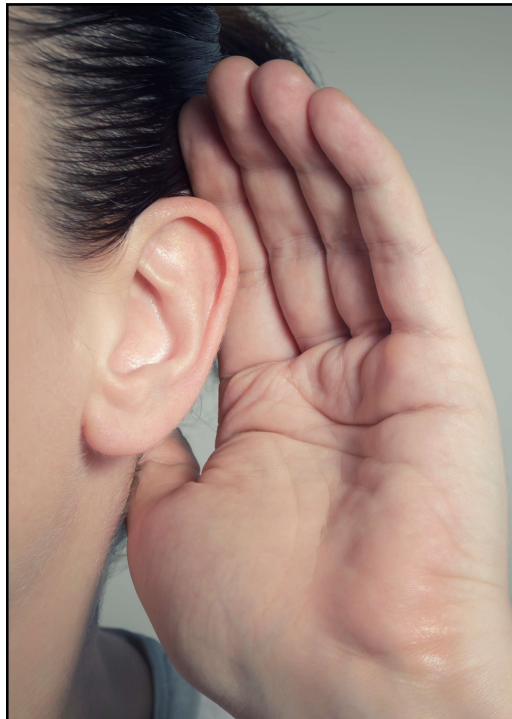
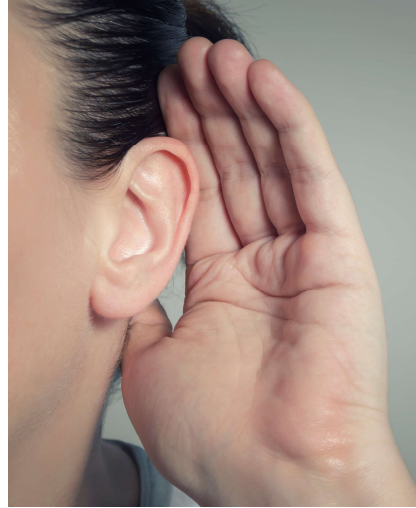


# Listening Skills



## Modes of Listening

- **Appreciative:** Listening for enjoyment (music, stories).
- **Discriminative:** Distinguishing different sounds or tones.
- **Comprehensive:** Understanding the message (lectures, instructions).
- **Critical:** Evaluating and analyzing the message.(Data interpretation, Research..)

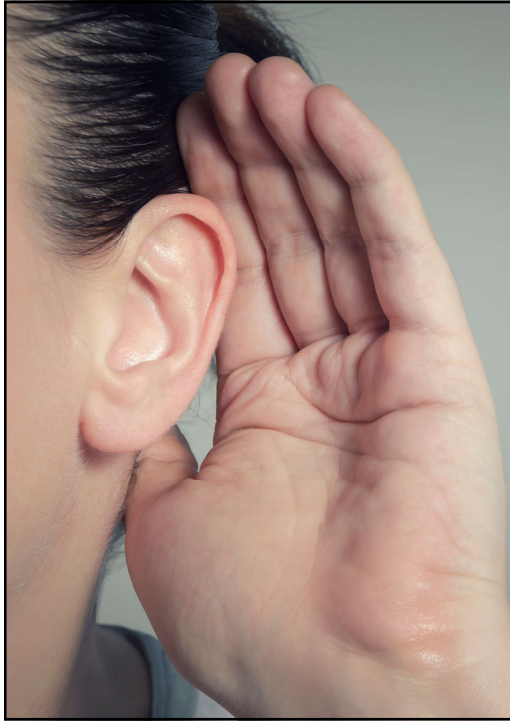


# Listening Skills



## Types of Listening

- **Active Listening:** Fully concentrating and responding.
- **Passive Listening:** Hearing without full engagement.
- **Reflective Listening:** Paraphrasing or summarizing to show understanding.
- **Selective Listening:** Focusing only on parts of the message.

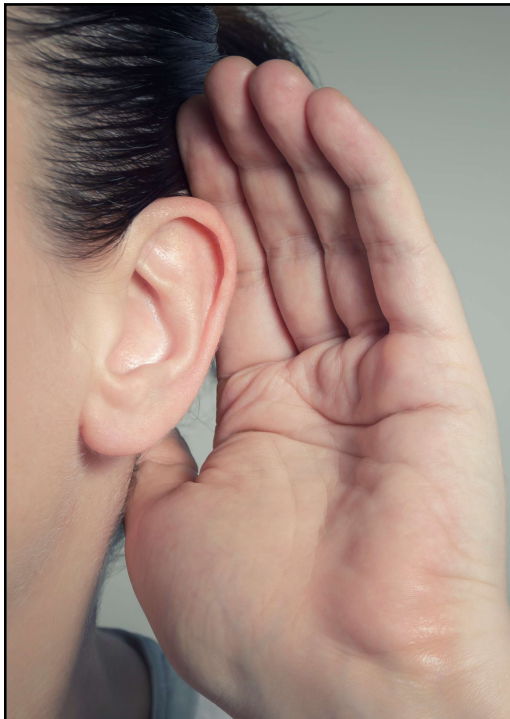


## Listening Skills



### Barriers to Effective Listening

- Physical distractions (noise, environment).
- Psychological barriers (stress, emotions).
- Language differences or unfamiliar vocabulary.
- Information overload or complexity.



## Listening Skills



### Class Activity: Listening and Note-Taking Exercise

- A short recorded speech will be played.
- You need to take notes focusing on key points.
- Discuss notes afterward: Peers evaluate .
- Reflect on challenges and strategies used.



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## Summary and Key Tips for Better Listening

- Pay full attention and avoid distractions.
- Keep an open mind and avoid premature judgment.
- Use note-taking to aid memory and understanding.
- Practice active and reflective listening regularly.