



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

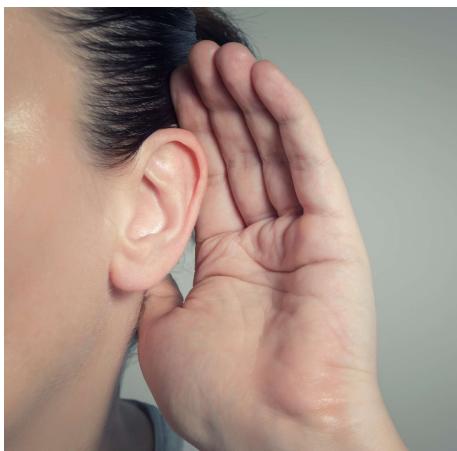


The Importance of Listening

- 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



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.

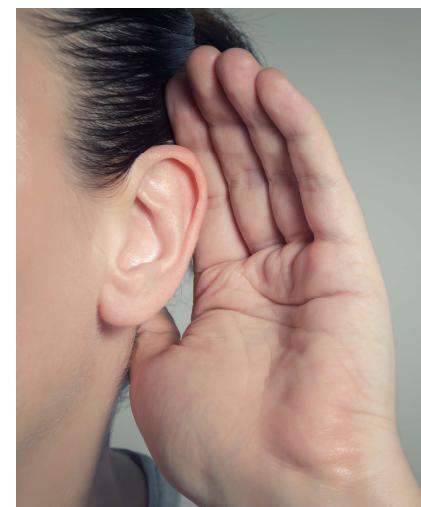


Listening Skills



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..)

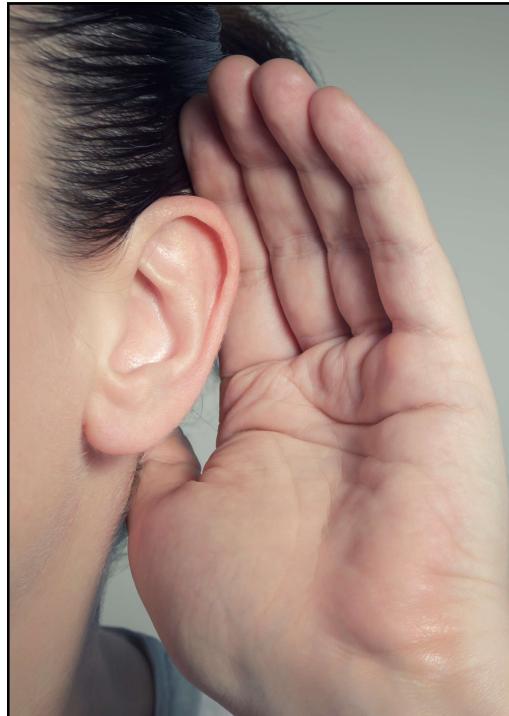


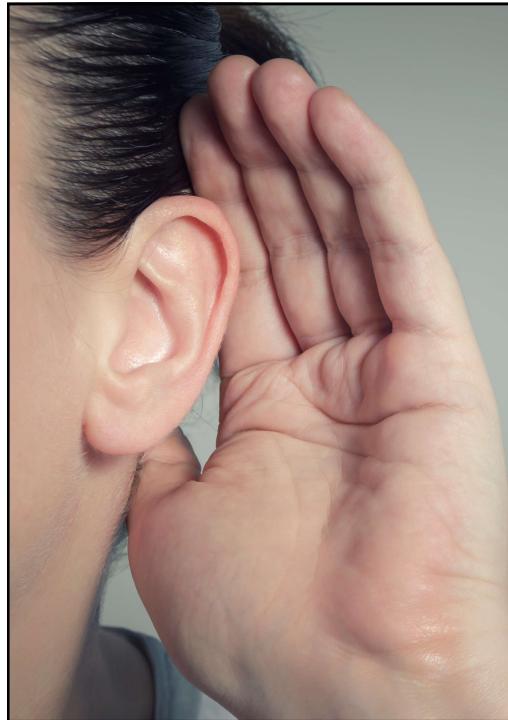
Listening Skills



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.



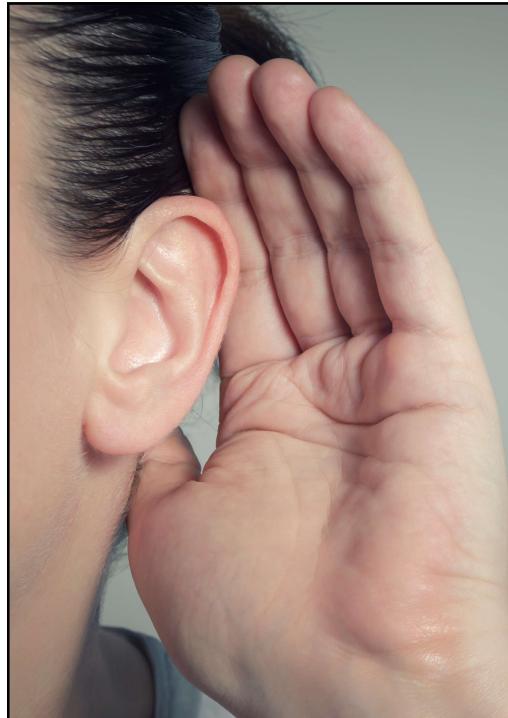


Listening Skills



Barriers to Effective Listening

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

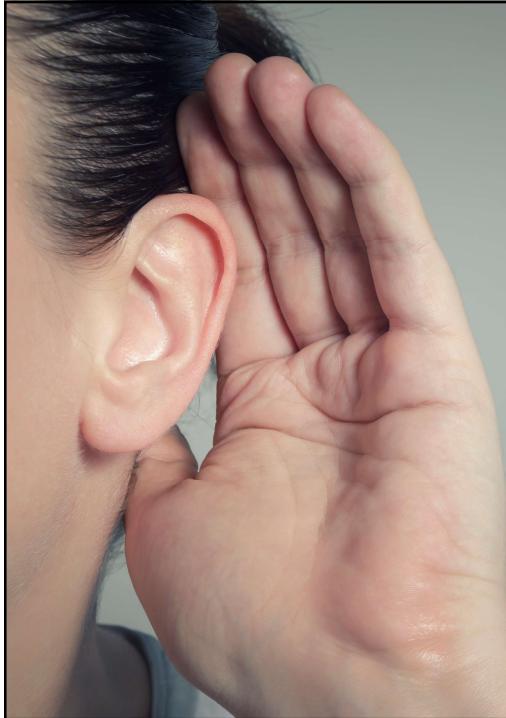


Listening Skills



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.



Listening Skills



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.