

# PUNE INSTITUTE OF COMPUTER TECHNOLOGY

## Department of Computer Technology

A.Y: 2020-21 Sem-I

**Subject-** Business and Communication Skills Lab

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### **Title: Reading And Listening Skills**

#### **Problem Statement:**

Listen Carefully and understand the audio clip being played for 10 minutes & then answer the questions based on the same clip

#### **Objectives:**

- To improve listening skills and inculcate a habit of active listening.
- Listen to obtain information, understand others and to learn.
- To make a conscious effort to hear not only the words that another person is saying but, more importantly, try to understand and interpret the complete message
- Pick different reading skills
- Learn to develop competence in reading comprehension tasks
- Get to know the basic hurdles in efficient reading & the tips to overcome them

#### **Steps:**

1. Listen to the comprehension carefully & then choose the appropriate answer from the sheet that is a best match. (Listening through headphone)
2. The reader will read a short story & every student would write the same story in their own words. (Listening verbal language)
3. A job role of a person would be describe & based on the description, the student would identify the "Role of a Person"

#### **Types of Listening:**

- Informational Listening (Listening to Learn)
- Critical Listening (Listening to Evaluate and Analyse)
- Therapeutic or Empathetic Listening (Listening to Understand Feeling and Emotion)

#### **Consequences of poor Listening:**

Poor listening leads to assumptions and misunderstandings.

These lead to errors, ineffective decisions, and/or costly mistakes.

On a personal level, poor listening leads to hurt feelings and a loss of team cohesion.

This deteriorates trust and weakens communication even further.

### **How to overcome poor listening habit?**

Respect the other person for his or her knowledge and skills, irrespective of the person's background.

Make conscious efforts to take charge of your thoughts.

Consciously avoid taking an “I know what he or she is going to say” attitude while the other person is speaking.

### **What's the difference between Listening and Hearing?**

**Hearing** is simply the act of perceiving sound by the ear. If you are not hearingimpaired, hearing simply happens.

**Listening**, however, is something you consciously choose to do. Listening requires concentration so that your brain processes meaning from words and sentences.

### **What are the benefits of Effective Reading?**

It helps you to discover new things by enabling you to educate yourself in any area of life you are interested in and to do your own research and thinking.

It helps develop the mind and imagination and the creative side of a person. It helps to improve (vocabulary and spelling) communication both written and spoken.

### **Dos and Don'ts while listening and reading:**

#### **Dos while Listening-**

- Maintain Eye Contact
- Limit Your Talking
- Focus on Speakers
- Manage your emotions
- Listen for ideas and opportunities

#### **Don'ts while listening-**

- Interrupt
- Show Signs of impatience
- Judge or argue mentally
- Multitask during a conversation
- Think about what to say next
- Just Read too fast
- Compromise on Vocabulary
- Assume Anything

#### **Don'ts while Reading:**

#### **Dos while Reading:**

- Try to understand what you are reading
- Take appropriate pauses
- Read with proper pace

**Conclusion:**

This assignment gives the insights about importance of effective reading and listening habits of an individual. This helped me to develop new good habits and improve older ones to be a good listener and reader. This will eventually help in in my future life to tackle difficulties and also going to save me from some small mistake which eventually create large impact. After this assignment, I understood the importance of effective reading and listening skills.