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[illegible]

Activity - 2

LISTENING

- Prepare to listen by focusing on the speaker
- Control and eliminate distractions so that you can focus on the message. Don't do anything else (writing, reading, email) but listen.
- Establish appropriate eye contact to show interest
- See listening as an opportunity to get information, share another's views, and broaden your own knowledge.
- Create a need to listen by thinking about what you can learn from the speaker
- Set aside the time to listen so that you won't feel rushed or become distracted by other responsibilities.
- Don't prejudge the message based on who is delivering it. Focus instead on the content of the message
- Monitor the way you listen by asking yourself questions such as "Did I really pay attention or was I thinking about what I was going to say next?" "Was there information I missed because I allowed myself to become distracted?"

"Nature gave us one tongue and two ears
so we could hear twice as much as we speak" ³⁹

- Epictetus

⇒ Steve Jobs' 2005 Stanford Commencement Address

8 Observations:

"Stay Hungry. Stay Foolish" Steve Jobs

- Never lost audience attention had really powerfull and welcoming voice modulation and pauses.
- Timed and divided speech in points and parts which was really easy for audience to process and give undivided attention
- Had all FC's of effective communication in the speech Completeness, Conciseness, Clarity, Correctness, Consideration, Courtesy and Concreteness.
- The tone was friendly and was easy to understand and comprehend.
- Pattern followed was story telling and was comprehended and explained in brief to give the gist.
- There were probing questions which gave listener to think about need to think which made it easy to relate and visualize
- Humor was used to convey unconventional messages and gave positive impression about who Steve jobs actually is and had significant impact.
- Each learning and take back had a back story which helps one retain it for longer.

This ~~was~~ is a really inspiring speech and I've learned so ~~many~~ much !!