

Handout

Listening Activity Module-2/2

Listening activity requires the listener to fully concentrate, understand, respond and then remember what is being said. You have to make efforts to hear and understand the complete message being spoken, rather than just passively hearing the message of the speaker.

There are 3 A's of active listening :-

The three A's are Attitude, attention, and adjustment. These play a key role in listening skills.

How to become an active listener

1. Pay attention- Give the speaker your undivided attention and acknowledge the message
2. Show that you are listening, use your own body language and gestures to show that you are engaged
3. Provide feedback
4. Defer judgment
5. Respond Appropriately

Benefits of being an active listener-

Enhances one's communicative skills

It helps you build connection

It helps you build trust

It helps you identify and solve problem

It helps you increase your knowledge and understanding of various topics.

Ten principles of effective listening:

Stop talking, don't talk, listen

Prepare yourself to listen, Relax

Put the speaker at ease, help the speaker to feel free to speak

Remove distractions

Be patient

Empathise

Summarise

So, listening is the most fundamental component of communicative skills. Without the ability to listen messages are easily misunderstood. Listening is a skill that allows one to make sense of and understand what another person is saying.

Activity: Listen to the audio file given in module 2 and on the basis of your understanding answer the questions given in the worksheet.