Listening

1. What the experts say

“[A good listener tries to understand what the other person is saying. In the end he may disagree sharply, but because he disagrees, he wants to know exactly what it is he is disagreeing with.](http://thinkexist.com/quotation/a_good_listener_tries_to_understand_what_the/213235.html)”

http://thinkexist.com/i/sq/as0.gif [Kenneth A. Wells quotes](http://thinkexist.com/quotes/kenneth_a._wells/)

“[To listen well, is as powerful a means of influence as to talk well, and is as essential to all true conversation](http://thinkexist.com/quotation/to_listen_well-is_as_powerful_a_means_of/156513.html)”

http://thinkexist.com/i/sq/as4.gif [Chinese Proverbs quotes](http://thinkexist.com/quotes/chinese_proverbs/)

Listening is paying attention to what we are physically hearing and making sense of the messages that we receive. Usually, we grasp only 50 percent of what we hear and after 24 hours we grasp or understand only 10 percent of the original message. Most people can talk at a rate of 120 to 150 words per minute. Our brains can process 400 to 800 words a minute. This gap can cause our minds to wander and not pay attention to what we are hearing.

Source: Lucas, Stephen. The Art of Public Speaking. McGraw-Hill Companies, Inc. New York, New York, 2009.

2.  A review of the main information presented in the video

Good listeners practice ACTIVE LISTENING

*Requires the ability to LISTEN AND SPEAK*

To be a good speaker you must be a good listener

4 Key Components of Listening (one-on-one or in groups)

focus on the speaker

establish and maintain eye contact

ignore/disregard distractions

think about what the speaker is saying

listener hears and understand what the speaker is communicating

requires reflection and paraphrasing

requires asking clarifying questions

respond non-verbally

facial expressions

body language

respond verbally

sharing opinions and feelings

explaining ideas and thoughts

come to an agreement

raise issues

The speaker/listener communication cycle (a visual of this would be good)

Speaker sends a message to the listener

Listener receives the message and interprets it

Listener gives feedback to the speaker

Speaker receive feedback and interprets it

(process in not complete until both have contributed to the conversation)

3.  Thinking with my family and friends

4 Key Components of Listening (one-on-one or in groups)

**Focus on the speaker**

Practice establishing and maintaining eye contact when you have a conversation with a parent or a friend. Think about focusing just on the speaker and ignore distractions When talking with someone, turn off your electronics or ignore phone calls.

**Think about what the speaker is saying**

Listen to a news story or item online without looking at the pictures. Work to hear and understand what the speaker is communicating. After the story is finished, write down what you feel are the main ideas. Check your work by listening to the item a second time and seeing looking over your notes to see if you were able to paraphrase the main ideas.

When someone gives you directions at home or in school, challenge yourself to ask at least two questions that help to make their message clearer. Practice restating their directions so that you know that you have the right information.

**Respond non-verbally**

Observe as people have conversations. What are their body language and facial expressions saying about them. Be aware of your own non-verbal messages when you are listening.

**Respond verbally**

Ask a friend or family member to practice having a conversation with you about your plans for the weekend, the summer or the future. Work on sharing opinions and feelings. Explainyour ideas and thoughts as you try to come to an agreement. If you raise issues, be a good listener and use all of the active listening skills.

<http://www.livestrong.com/article/174105-how-to-improve-listening-skills-for-children/>

4.  Thinking on my own

Listening Log – Keep a log of the different ideas and pieces of information that you hear throughout the day, week or month. Your purpose is to collect as much information as possible. See how your listening improves as you work to collect what you hear. You can also challenge yourself to share at least one of the pieces of information that you hear with someone else.

This site has activities and topics for working on your listening. Scroll to the bottom for practice ideas.

[**http://www.livestrong.com/article/14657-improving-listening-skills/ - JUMP5**](http://www.livestrong.com/article/14657-improving-listening-skills/#JUMP5)

Listening Analysis – Answer each question with a YES or a NO in order to help you think about your listening skills and needs.

Do I . . .

YES NO

Easily get distracted by outside things when listening?

Think of other things while someone is talking?

Find myself interrupting others before they finish speaking?

Reject a topic because I don’t think it is interesting?

Judge the speaker on how they look?

Fake paying attention while think about something else?

Check my phone while someone is speaking?

Leave a conversation without being able remember what was said?

Reflect on the questions that you answered with a YES. Think about how you can change that answer to a NO.

Adapted from: Lucas, Stephen. The Art of Public Speaking. McGraw-Hill Companies, Inc. New York, New York, 2009.

5.  Extend my thinking

* Websites

E-How – Information about listening

<http://www.ehow.com/list_5998797_list-listening-skills.html>

A clear site about having a good conversation

<http://www.ehow.com/how_2032640_have-great-conversation.html>

Infoplease – Tips for being a good listener

<http://www.infoplease.com/homework/listeningskills1.html>