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What is Listening Skills

Mastering Listening Skills for Better Communication!

DEFINITION

> Listening skills are the ability to hear and understand what others are saying. Good listening helps us learn and connect with people.

KEY CONCEPTS

Active Listening

This means fully focusing on the speaker, showing interest, and responding appropriately.

Non-Verbal Cues

These are body language signals like nodding or eye contact that show you are engaged.

Paraphrasing

This involves restating what the speaker said in your own words to confirm understanding.

Asking Questions

This helps clarify any confusion and shows that you are paying attention.

Avoiding Interruptions

Letting the speaker finish their thoughts before responding shows respect and attentiveness.

EXAMPLES

→ Nodding while a friend talks about their day.

→ Repeating back what a teacher said to confirm understanding.

→ Asking a classmate to explain something you didn't understand.

MEMORY TIPS

★ Use the acronym LISTEN: Look, Inquire, Stay focused, Take notes, Engage, Nod.

★ Visualize a big ear to remind you to listen carefully.

★ Think of listening as a sport: practice makes perfect!

COMMON MISTAKES

✗ Thinking about your response while someone is talking.

✗ Interrupting before the speaker finishes.

✗ Not asking questions when you don't understand.

QUICK RECAP

Listening skills are essential for effective communication and understanding. Focus on active listening, use non-verbal cues, and practice paraphrasing to improve your skills.