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Beginner lessons for Listening Skills

Master the Art of Listening for Better Communication

DEFINITION

> Listening skills are the ability to accurately receive and interpret messages during communication. Good listening helps build understanding and relationships.

KEY CONCEPTS

Active Listening

Engaging fully with the speaker by showing interest and providing feedback.

Nonverbal Cues

Understanding body language, facial expressions, and tone of voice to enhance comprehension.

Paraphrasing

Restating what the speaker said in your own words to confirm understanding.

Avoiding Interruptions

Allowing the speaker to finish their thoughts before responding to show respect.

Asking Questions

Inquiring for clarification or elaboration to deepen understanding of the topic.

EXAMPLES

→ Nodding while someone speaks to show you are engaged.

→ Saying, 'So what I hear you saying is...' to confirm understanding.

→ Waiting for the speaker to finish before sharing your thoughts.

MEMORY TIPS

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

★ Visualize a funnel: let information flow in without interruption.

★ Associate good listening with a sponge: absorb information without squeezing it out.

COMMON MISTAKES

✗ Thinking about your response while the other person is speaking.

✗ Focusing too much on your own opinions instead of the speaker's message.

✗ Not providing feedback or asking questions to clarify.

QUICK RECAP

Listening skills are essential for effective communication and understanding. Focus on active listening, nonverbal cues, and asking questions to enhance your skills.