Communication: Are You Listening?

**Essential Question:** How can good listening techniques improve my communication skills?

**Today’s Objective:** I can demonstrate positive and effective communication skills.
Is Your Listening Better than this???

Did you know out of a 1 hour time of “listening”...

- Half of what is said is all we hear = 30 minutes
- Half of what we hear we don’t understand = 15 minutes
- Half of what we hear and understand we don’t believe = 7 1/2 minutes
- Half of what we hear, understand and believe we don’t remember...

So out of 1 hour of info we get 3 3/4 minutes.
"To Listen"

The Chinese character which makes up the verb “to Listen” tells us something significant about this skill...
Listening Test #1

- Number your paper 1-10. Listen carefully to the story and then answer the questions...
As instructions are read, listen carefully and draw the directions starting at a dot on your paper like below...
Listening Test #2

Does your drawing look like this?
Steps to Better Listening

Step #1 - Have an open mind about other’s ideas.
Steps to Better Listening

Remember Perspective!

Are the horizontal lines parallel or do they slope?
Steps to Better Listening

Step #2 - Use body language to let the other person know you’re listening
Steps to Better Listening

Step #3 - Ask Questions. You will have fewer misunderstandings if you do!
Steps to Better Listening

Step #4 - Don’t interrupt others while they are speaking.

“Oh, I’m sorry, did the middle of my sentence interrupt the beginning of yours?”
Steps to Better Listening

Step #5 - Keep your emotions in check.
Step #6 - Restate the message or rephrase it to ensure you understand.