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ASSIGNMENT

WRITE ABOUT ACTIVE LISTENING

What is ACTIVE LISTENING?

Active Listening is a skill that can be acquired and developed with practice. However, active listening can be difficult to master and will therefore take time and patience to develop. So with that, we can define active listening as the ability to focus completely on a speaker, understand their message, comprehend the information and respond thoughtfully. This is not only to supports your ability to focus, but also helps ensure the speaker can see that the person is focused and engaged. Active listeners use verbal and non-verbal techniques to show and keep their attention on the speaker. While listening is an integral part of effective communication, few people are taught how to listen effectively. Many people believe that hearing what is said is the same as listening to what is said in reality, they are distinctly different.

Some people think listening and hearing is the same thing, that the words both have one meaning. But listening and hearing are both different meaning and play different part in a sentence. ‘HEARING’ is a physical yet passive act involving the process and function of perceiving sound and ‘LISTENING’ is hearing the sound with deliberate intention. Therefore, unlike hearing, listening is a skill.

Often we’ll listen to a conversation partner without really hearing him or her, in the process people miss opportunities to connect with that person. This exercise helps you express active interest in what the other person has to say and make him or her feel heard, a way to foster empathy and connection. This technique is especially well-suited for difficult conversations and for expressing support. Research suggests that using this technique can help others feel more understood and can improve relationship satisfaction.

Active listening was originally developed and refined by psychologist Carl Rogers for use in personal counseling. The technique can be very useful in settings outside counseling, including everyday conversation, formal discussions, teaching, meaning, and in marriage, in virtually every situation where people interact. Active listening is particularly useful when the speaker has a problem or is animated about some topic and the listener either wants to help the person with that problem or to learn more about the speaker perspective. Active listening consists of two major components: first, seeking genuinely to understand the other person at two levels. Second, communicating or reflecting that understanding back to the speaker. Active listening is a learnable skill. But it is more lays language implies: it is more than simply “paying attention”.

What makes a good active listener

To be a good active listener, you must have some skill and not just hearing the speaker but have some skills to add to just hearing.

* Make eye contact while the other person speaks.
* Do not prepare your reply while the other speaks.
* Do not interrupt while the other person is still speaking.

People always ask how active listening improves communication. This skill encourages the listener to focus his or her full attention on the speaker.

Four keys Active listening Skill

* Suspending judgment of the speaker.
* Focusing on emotion as well as content
* Following, not leading the conversation
* Reflecting accurate.

What are the benefits of active listening?

* Enhances your ability to absorb and pass on the data and information given during the exchange
* By developing your skills and techniques to actively listen your communications will offer your listeners greater clarity and empathy.
* Build Relationships.
* Improve Productivity.
* Overcome Disagreement.
* Avoid Misunderstandings.