

Good listening skills

Education



Listening Skills Good listening skills are essential in the everyday life of an individual. They are of significance for academic as well as professional success. Effective communication is only possible through proper listening. Listening is a process which requires one to give attention to the speaker and to understand the message that the speaker is trying to convey. This helps in giving the best possible response to the speaker. I am a good listener but there is still room for improvement and I can become a better listener by improving my concentration and lowering my distractions.

When I listen to what an individual is saying, I not only hear what he is saying, but I also try to grasp the complete message through the assessment of the speaker's body language. I believe that the process of listening is only complete when one can get the point that the speaker is trying to convey. This is only possible through hearing as well as coordinating this hearing with the signs that the speaker is giving through his gestures and hand movement. Apart from this, I am a patient listener and hence I do not interrupt with what the speaker is saying. Also, I do not have the habit of adding words or completing the sentences of the speaker. This makes the speaker comfortable in what he is saying and he does not try to rush in talking. At the same time, I also ensure that I get the point of the speaker and I try not to lose my concentration halfway in the communicating process but I need to work for the improvement of my attentiveness.

I can become a better listener by improving my concentration span and by finding ways to cope with my distractions which divert my attention while I am listening to someone. If my phone beeps or if the speaker talks of something that does not interest me, I lose my concentration. Other distractions like people entering the room or other activity nearby also tends

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to distract me easily. I should try to improve my focus and become attentive as this would make me a better listener.