

Essay on how to show that am listening



**ASSIGN
BUSTER**

It is without shrewd of doubt that listening may not be enough to convince my corresponding counterparts that I am listening to them. In every situation, be it business setting or personal relations, I ought to convince the relevant complement that am listening. Therefore, active listening will play an important role in convincing the other counterpart that I am listening. Through active listening, I will make a sentient effort to understand the message that my counterpart is putting across rather than just listen to the words only.

Active listening involves asking open questions to the other counterpart. I will avoid those questions which will only require a yes or a no answer. For instance, in my conversation with my coworker I will avoid a question such as whether she is through with reconciling her department's accounts. In order to avoid the expected yes or no response, it will be appropriate to ask her how far she has gone concerning reconciling her accounts. By doing, I will avoid a phenomenon where a conversation will be closed with a yes or no response. I will therefore create more room for conversation hence will end up encouraging the counterpart to keep on talking. I will also practice to be quiet to avoid interrupt during will my counterpart is talking. By so doing, I will create a friendly environment for my counterpart to finish her talk.

Lastly, I should be reviewing every now and then on what my counterpart is communicating. I will ask her whether I got her point, and let her correct me. Sometimes, I may not get the gist of an argument. Perhaps I misunderstood, or perhaps she misstated. Either way, by checking I will give my counterpart a chance to sharpen or expand her thought.