

listening effectively



chapter 4 web resources compiled by julia schmutz

10 Steps to Effective Listening

Here, you will find ten steps that will help you become a respectful, ethical listener. The article encourages you to be attentive but relaxed, to refrain from interrupting, and to pay attention to nonverbal as well as the words you hear.

<http://www.forbes.com/sites/womensmedia/2012/11/09/10-steps-to-effective-listening/>

Active Listening

This MindTools page is a guide to active listening that encourages you to “hear what people are really saying.” The page gives an overview on active listening, and then provides five specific steps to listen more effectively.

<http://www.mindtools.com/CommSkill/ActiveListening.htm>

Active Listening Skills

This website describes the various techniques for active listening. Some topics include paraphrasing, clarifying, perception checking and summarizing.

<http://www.taftcollege.edu/lrc/class/assignments/actlisten.html>

Cooperative Learning Series: Active Listening

This Study Guides and Strategies page offers tips on how to improve your quality of listening. The site also describes exactly what active listening is, and how to prepare to listen before a speech.

<http://www.studygs.net/listening>

Effective Listening and Notetaking

North Shore Community College’s downloadable pdf is a guide to getting the most out of your experience as a listener. The guide explains the dos and don’ts of listening and notetaking, and it discusses the problems you may encounter as a listener.

http://www.northshore.edu/support_center/pdf/listen_notes.pdf

textbook

classroom

faculty lounge

home

Web
Design
Programming



How to be an Effective Listener

How to be an Effective Listener provides three categories of thought that can improve your listening skills. Those categories are: (1) what you think about listening, (2) what you feel about listening and (3) what you do about listening.

<http://www.au.af.mil/au/awc/awcgate/kline-listen/b10ch5.htm>

Julian Treasure: 5 Ways to Listen Better

In this TED Talks video, Julian Treasure describes five ways to listen more effectively. He talks about filters and intention when listening, and covers five exercises that show you the different ways listening can be difficult.

http://www.ted.com/talks/julian_treasure_5_ways_to_listen_better.html

Listening Legend Interview

The International Listening Association interviewed Dr. Ralph Nichols, an expert in the field of listening. The interview asks about Dr. Nichols' motivations and accomplishments, and it talks about how the art of listening may need to change in years to come.

<http://www.listen.org/legend>

Public Speaking: Effective Listening in Practice

MindBites are short excerpts from full lessons related to public speaking. This MindBite explains the different barriers that interfere with listening to a speaker, and offers solutions you can try to ensure effective listening.

<http://www.youtube.com/watch?v=ntSP9cXKYdq>

Speaking and Listening

This website covers different topics on listening. It offers links to pages like types of listening and listening for specifics, as well as a link to a page on general communication skills.

<http://www.bbc.co.uk/skillswise/topic-group/speaking-and-listening>