

# ACTIVE LISTENING



**Time Required:** 30-45 minutes

**Principles:**

- Students will acquire the knowledge, attitudes and interpersonal skills to help them understand and respect self and others.

**Objectives (Students will...):**

- Use effective communication skills.

**GOAL: Students will understand the importance of developing good listening skills.**

**Activity Statement:**

Students will learn the components of good listening to improve communication and practice and observe listening techniques.

**Materials:**

1. Pencil/Pen/Paper
2. Handout 1 *Active Listening Skills Guide*

**Procedures:**

1. Divide students into groups of three or four: speaker, listener, observer(s).
3. Distribute Handout 1 *Active Listening Skills Guide* and ask students to review and discuss components of good listening.
2. Each group will assign a listener and speaker. The remaining students in the group will be observers and can take notes and complete the chart at the bottom of Handout 1.
3. Ask each group to choose a subject for the speaker to talk about and the listener to practice listening skills.
4. The listener will practice listening techniques from Handout 1 while the speaker talks. The observers will evaluate if the listener paraphrased correctly.
5. Ask listeners to share their observations.
6. Repeat as time allows, rotating speakers, listeners, and observers.

**Discussion:**

1. What made it difficult or easy for you to listen?

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2. What did the listener do that was effective?
3. What could the listener have done differently?
4. Did the listener do anything to discourage the speaker from talking?
5. Did the listener do anything that helped the speaker?
6. Did the speaker feel heard and understood?
7. Did the listener interrupt and tell his/her own story instead of hearing the speaker out?  
What does this do to communication?

## Integrative Closing Statement:

Students should listen long enough to be sure to understand what was said before reacting to written or verbal statements. Students should try to avoid distractions that interfere with their concentration: daydreaming, looking around the room, talking to friends, or passing notes.

## Additional Resources:

Active Listening	<a href="http://www.studygs.net/listening.htm">http://www.studygs.net/listening.htm</a>
Listening Tips	<a href="http://www.infoplease.com/homework/listeningskills1.html">http://www.infoplease.com/homework/listeningskills1.html</a> <a href="http://www.drnadig.com/listening.htm">http://www.drnadig.com/listening.htm</a>
Why You Need Good Listening Skills	<a href="http://careerplanning.about.com/cs/miscskills/a/listening_skill.htm">http://careerplanning.about.com/cs/miscskills/a/listening_skill.htm</a>
Other Skills Needed In the Workforce	<a href="http://careerplanning.about.com/cs/miscskills/a/scans.htm">http://careerplanning.about.com/cs/miscskills/a/scans.htm</a>

**Extension Activities:** Practice listening techniques learned in this lesson. Use the chart in Handout 1 to critique your own listening ability and take steps to improve. Go to the above websites to learn more about being a better listener and communicator and why's it's important and about skills you need to be successful in today's workforce.

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