

# **You Talking to Me? (Listening Skills)**

**12<sup>th</sup> Grade BDB Activity**

**By**

**Mr. Guzman**

# Objectives

- Recognize characteristics of a good listener
- Recognize good listener's use

# Listening

- Today we are going to learn how to be a good listener. Employers look for good communication skills and good relationships are based on being able to communicate which means partly the ability to actively listen.

# Listening

- Listening is a primary communication skill everyone needs. You already know how important communications is in your family relationships and your friendly relationships.

***“Seek first to understand then to be understood.” (Stephen Covey)***

- One of the greatest human needs is to be understood.
- When a person feels understood, they are more likely to listen to and consider your point of view.

***“Seek first to understand then to be understood.” (Stephen Covey)***

- 2 ears + 1 mouth = listen twice as much as you speak!
- People are drawn to a good listener.

# ***Can you tell when someone is not listening? How?***

- What are some ways you can tell if someone is not listening?

**Can you tell if someone is listening to  
you?**

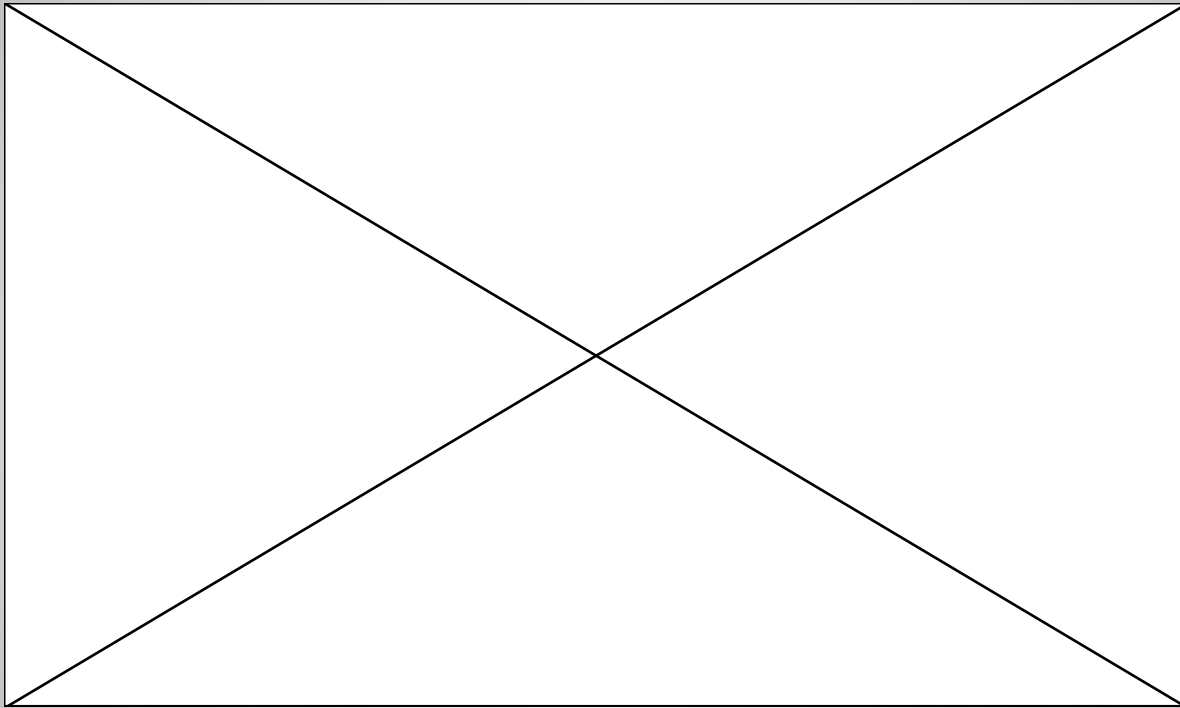
“Let’s try it....”

Here is a good example:



Watch **Sheldon** and **Leonard** have a conversation.  
**Can you tell who's the better listener?**

Please press play



If you cannot see the video on the screen, please go to the next slide , then press the back button to return to this slide. The video will appear on this page. Sorry!!!

# What are characteristic of a good listener?

- Maintains Eye Contact
- Summarizes what the person said
- Encourages the person to tell you more
- Leans toward the speaker
- Nods your head as the person speaks
- Reframes what the person said
- Uses facial expressions to let the person know you are listening
- Asks open-ended questions
- Listens without giving advice

# What are **NOT** characteristics of a good listener?

- Making judgmental comments
- Telling the person not to feel the way they do
- Checking your watch
- Leaning away from the speaker
- Glancing away from the speaker from time to time
- Interrupting
- Yawning
- Taking notes and looking up at the person occasionally

# Communication Skills

- Communication skills can also help with your girl friend or boy friend.
- Even with your parents.
- Even with your instructors and eventually your co-workers.
- Practice being a good listener with your parents and your friends.
- It can't hurt, and it may help!
- It is as important as being able to speak effectively!

# Phrases good listeners use

- **“Tell me more”**. (Communicates you are interested and trying to understand.)
- **“So, what you really want is.....”**(Communicates you are trying to understand.)
- **“So, what you really need is.....”** (Communicates you are trying to understand.)
- **“That must’ve made you feel really.....”**(bad, sad, mad, etc.) (Communicates you are listening.)

# Phrases good listeners use

- **“Sounds like you feel.....”** (Good way to check to see if you are understanding the person.)
- **“Let me see if I understand you.....”** (Great way to check to see if you are understanding and to let person know you are trying.)
- **“Sounds like it’s really important to you that.....”** (Good way to check to see if you are understanding the person.)

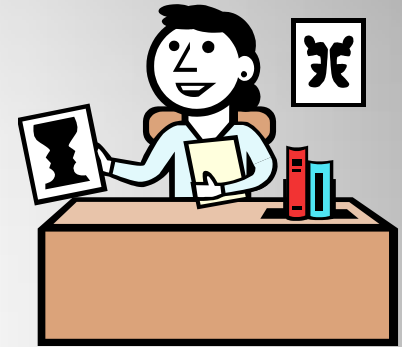
# Visit the Guidance Department

*For information regarding:*

- *Applying to college*
- *Financial aid*
- *Taking the SAT or ACT*
- *Scholarships*
- *Post secondary plans*
- *Graduation*
- *Anything*

# Guidance Counselors

- Paige Wells      A-Z
- Jean Guzman      D-I
- Dr. Barbara Bryant      J-P
- Tara Miller      Q-Z





# Important

1. **Seniors**
2. With a combine **SAT** score of **1360** in the areas of **(math & verbal)** **or** **(math and reading)**.
3. Involved in clubs and leadership positions.
4. Involved in interscholastic activities.

**Please come see Mr. Guzman.**

(Is for a good opportunity)