



EFFECTIVE LISTENING AND ITS RUDIMENTS

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ABSTRACT

In today's world which is fully operative without man's strain has something to induce more about listening. Listening is not just hearing but a genuine one. Listening is an ability to receive, interpret and induce that in communication processes. It is set to understand that listening is important for a superior communication and adds value to life. Listening is one among the skills of communicating which is effectively needed in order to gain a better understanding and indeed a better communication. It has great impact on effectiveness on job and also the quality of people we score in our life. Clearly listening is a necessary skill to have the benefit of improving ourselves from being misunderstood, avoiding conflicts etc. It is a bond that people always worry of speaking and ponder only on speaking skills.

KEYWORDS :

INTRODUCTION

Listening is not accompanied with anything related to ears alone but there is so much to do with heart, imagination and eyes at least a minimum of sensations though people initiate listening skills they can have hurdles and barriers to achieve it. Barriers can include psychological and physiological barriers.

Physical barriers can include sounds that can be heard from around while listening or noises of others including whispers that can deviate a person from listening effectively. Psychological barriers include the listener's personal issues or health issues which includes fatigue, sleeplessness, hearing problems etc. A person may vary with the way of understanding and so some people take much time to understand and some may grasp things even before explained well. So they should be fed with thoughts, distractions, ego, perceptions etc. Hearing refers to the sounds that enter your ears. It is a physical process that, provided you do not have any hearing problems, happens automatically.

ALLURING BODY LANGUAGE

The primary attempt of proper listening is to react to the listener. It is indeed for a listener to show the ways of proper fascination towards his saying which shows he is attentive towards the speaker. Body language is significant during the time of communication. These may include nodding head, looking concerned, looking forward as a sign of interest, looking awkward for a thrilling fact etc. Giving response to the speaker may inject an interest to bring about more interaction with the listener. Responding also includes anticipating to the speaker if the listener wishes to oppose, can give interpreting tone while listening and also draw conclusion on his speeches.

MAINTAIN EYE CONTACT

Maintaining eye contact is considered as an esteem and attention to be given to the speaker and his words while listening. Eye contact is essential for a healthy communication. It shows that the listener is much curious and interested to the flow of facts of the speaker. It can make the speaker be confident and sure that you are already listening and keen for the proceeding. When we listen for meaning from the words spoken it automatically makes us to focus with proper body language and eye contact. Even still it is needed that we have to show our faith towards the speaker even they don't give cent percent of listening process.

NO PREJUDICE AND DO NOT INTERRUPT

A very basic rule of listening is do not judge or evaluate anything that we listen based on their knowledge or their appearance. It might lessen the interest of grabbing information from the speaker. So, it is necessary that we need to be open minded and listen without prejudice. Be open to the idea that our scope of seeing things may not be the only, or necessarily the best way of seeing the world.

It is to be noted that we should not interrupt while a speaker confer things. Interrupting is being an opposition to listening that can bring about misunderstandings before the sentence is completed or it may lead to arguments. Giving awkward responses to the speaker also is one among the interruption. This can make the speaker to feel ingratitude and thus there prevails a misconceptions with the concepts or the facts.

QUESTION ONLY TO UNDERSTAND

Listener is allowed to ask questions to the speaker if he feels that he need to clarify his doubts at the right time. Yet they cannot interrupt in between and create fallacies as the speaker can get blocked with the flow. Questioning can engage the speaker to hear the thoughts and the areas of confusion of the listeners and ensures the speaker that the listener is interested enough and want to clarify. Questioning can be raised only during proper pause. There is a need to empathize that the speaker is living that moment. Even if the speaker has a differential thought he can express his points to access his way. Listening is the only way of intent to learn. A listener can learn different points from view of speaker and thus a path for both of them for a fulfilled communication.

ACTIVE LISTENING

Attitude of active listening is a treasure of communication. It is a positive way of listening process and it gives an acknowledgement that the listener is most important factor in a conversation. Active listening comprises of not being distracted by anything or anyone. Distraction frustrates, annoys, shows disrespect and so it may cause miscommunication out of anger. Most people are thinking of how they are going to reply when someone is talking. Instead of doing that, they can try to focus completely on what the person is saying. A good exercise to practice is to sit down with a family member or a good friend and practice simply giving feedback to them of what you heard them say.

CONCLUSION

There is a possibility of misconceptions when the topics go vague with complex, confusing or even boring topics. But it is a rule for the listeners that they have to tackle difficultness in order to overcome the slipup of listening. A good listening will always look for their intellectual thoughts to process what is being presented to them. People who have problems with listening will always have problem in concentrating. They should work hard on it to develop the ability of eliminating the distractions and also to concentrate. Distractions will be of maximum inclusion of family members, those people who can manage these disturbances while listening can be a good listener.

Of all the researches, it shows that we listen 45% in our life including 30% of speaking, 16% of reading and 9% of writing. That shows that we can improve our learning with just a small focus still more to accomplish our mission of listening to strengthen our

communication. It is proven that better speaking people are always better listeners but people grab more workshops, competitions, trainings and coaching for cultivating their speaking skills. Public speaking is considered to be one of the greatest pro of business and politics wherein listening doesn't gather deliberation.

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