

The Way to Develop Listening Skills

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Abstract

Scripps are very effective for students to practice in the school. Through this, students can test whether they are able to write properly after the teacher's speech. Teachers will tell the story of stories, tell stories and tell the story of the students in the next stage. The teacher will read a part by pronouncing correct. If he asked the student to read the party, how much he could read in proper pronunciation, how much he practiced, how much he practiced, how much he was thinking about listening to it. The school organizes a one-day debate every week, through which the students can make listening practice possible.

Keywords: Scripps Research; Pronunciation; The practice of debate; Skill Development.

1. Introduction

Listening is the ability to accurately receive and interpret messages in the communication process. Listening is key to all effective communication. Without the ability to listen effectively, messages are easily misunderstood. As a result, communication breaks down and the sender of the message can easily become frustrated or irritated. If there is one communication skill you should aim to master, then listening is it. Listening is so important that many top employers provide listening skills training for their employees. This is not surprising when you consider that good listening skills can lead to better customer satisfaction, greater productivity with fewer mistakes, and increased sharing of information that in turn can lead to more creative and innovative work.

2. Scripps Research

Scripps Research is ranked the most influential institution in the world for its impact on innovation. We expand basic knowledge in the biosciences, and use these fundamental advancements to develop profound innovations that improve wellbeing. Our researchers lead breakthrough studies that address the world's most pressing health concerns. Our educational and training programs mold talented and committed students and postdocs into the next generation of leading scientists. We are accelerating the creation and delivery of medical breakthroughs to better human health around the globe. Scripps Research, previously known as The Scripps Research Institute is a nonprofit American medical research facility that focuses on research and education in the biomedical sciences. Headquartered in La Jolla, California with a sister facility in Jupiter, Florida, the institute has 250 laboratories employing 2,400 scientists, technicians, graduate students, and administrative and other staff, making it the largest private, non-profit biomedical research organization in the United States and among the largest in the world. Scripps Research began with the Scripps Metabolic Clinic, founded near the current site in the La Jolla area of San Diego in 1924 by philanthropist Ellen Browning Scripps, who was inspired by the discovery of insulin. In 1946, the metabolic clinic separated from Scripps Memorial Hospital.

3. Debates and Listening Skill

A debate is a structured contest over an issue or policy. There are two sides - one supporting, one opposing. Debate is a communication process in which participants argue for and against a given topic. There are many kinds of debate. Some people think of a business meeting. An employee proposes a new marketing plan but another opposes it. You and your friend may have an informal debate. You are talking about a plan for the coming long weekend. You suggest a trip to a spa resort but your friend disagrees. You can also debate by yourself. You are trying to make a future plan. "Do I want to go to a graduate school or to find a job in a

company?" You consider good points and bad points about those two future plans. All these are daily examples of debate. Debaters spend most of their time preparing for a debate tournament by researching and writing their cases. However, this type of preparation does not guarantee success in Public Forum rounds, where debaters will face a variety of challenges. Debaters should spend time practicing so they are ready for these challenges. Here are four strategies to effectively practice for debate tournaments. Even though they spend considerable time writing their case, many debaters may only give their speech out loud once or twice before a tournament. Practicing the first constructive speech out loud, as it will be given at the tournament, is a great exercise to become a more confident and effective speaker. The repetition will help with word pronunciation, the ability to use more eye contact while speaking, and the proper speaking speed. Also, debaters should use a timer to check the time of the speech. If a speech is too long or too short, it can be adjusted before the tournament. Overall, this exercise will make debaters more confident and prepared. Just like preparing for counter-arguments, practicing crossfire can help prepare for questions that may be asked in a tournament. This is similar to the previous strategy for practicing rebuttal, that asking questions about a debater's own contentions can lead to a better understanding of the strengths and weaknesses of those contentions. Have one partner use the pro case, and the other use the con case, and ask each other questions just like in the first crossfire period during a debate. Save the good questions, as these can be used against opponents at the tournament. This saves valuable preparation time and will lead to more specific and better questions in tournament rounds. Many debaters read some evidence to put in their constructive cases, and good debaters even prepare additional evidence to introduce later in the debate. But the best debaters read about the assigned topic even if they do not necessarily use the articles as quoted evidence in a round. Reading as much about a topic as possible has multiple benefits, including a broader understanding of the perspectives and historical context of an issue. This can help debaters better explain an issue or argument, especially in the later speeches of a round. When you are using this textbook in class, you will encounter debate as educational exercise. This is called Academic or Educational Debate. Academic Debate is different from debate in the real world like the above debate in the town meeting. In the real-world debate, the purpose is often to decide the future plan of the participants. In Academic Debate, the primary purpose is educational training. Suppose we have a debate in this class on whether we should build an atomic plant in our town. Even if we decide to build it, it will not actually be built. There are several characteristics of Academic Debate for maximizing its educational benefits. There are strict rules of speaking in terms of time, order, the use of evidence, etc. Judges often give criticism and advice for arguments regarding both contents and skills, as well as making a decision. Academic Debate is offered as one type of speech course at colleges and high schools in the United States and some other countries, where students are taught how to debate. It is also

popular in extracurricular activities and there are local and national level competitions. In Japan you also find some classes using debate and tournaments (contests) both in the Japanese and English languages.

4. Pronunciation and Listening Skill

Pronunciation is the way in which a word or a language is spoken. This may refer to generally agreed-upon sequences of sounds used in speaking a given word or language in a specific dialect ("correct pronunciation"), or simply the way a particular individual speaks a word or language. A word can be spoken in different ways by various individuals or groups, depending on many factors. English may be one of the most difficult languages in the world to pronounce. Therefore, in my opinion, teaching adult ESL students English Pronunciation from the beginning should be treated equally with Speaking, Listening, Reading and Writing. Learning the basics of pronunciation through Phonics, students will not only learn to speak comfortably, but also will improve their Listening Comprehension. That is, when students can pronounce "Tree" and "Three", it will be easier to "hear" the difference when someone says these words to them. At the same time, Pronunciation is important to improve Reading ability. When we read, we say the words "out loud" in our minds. Unfortunately English consists of many words that look the same but are pronounced differently and have different meanings. So learning these differences will help the ESL student learn to read better. Consciously or unconsciously, teachers are always teaching pronunciation somehow (Pennington, 1996). There are five different levels at which teachers can handle pronunciation in the language classrooms (Pennington, 1996, p. 225): mechanical (e.g., repetition of minimal pairs); contextualized (e.g., repetition of key words in a listening passage); meaningful (e.g., choice of correct word in a sentence or reading passage); realistic (e.g., a role-play of a situation similar to one that one may face in real life); and real (e.g., discussion of the students' real-life situation or concerns). However, in FL classrooms, explanations on aspects of pronunciation are through error-correction and seldom are explicit and detailed explanations provided (Griffiths, 2011) to students. Whether teachers are aware or not, they are always teaching pronunciation by being themselves one of the main sources of input of the FL in the classroom. For a long time teachers have used drilling as a way to teach and practice pronunciation (Tice, 2004). Although the overuse of drilling is not acceptable nowadays, this technique remains a useful activity in the classroom if it is applied appropriately. For example, drills can help students to gain confidence because they practice pronunciation as a group and there is no opportunity for others to make fun of somebody if s/he mispronounces a word. Tice (2004) has mentioned that "for drills to be meaningful, learners need to understand what they are being asked to say. Monotonous chanting of decontextualized language is not useful to anyone" ("When We Should Drill," para. 1) The task of the teacher when drilling is to provide students with a model of a certain structure or just to repeat a word they have already seen and get them pronouncing in unison. This strategy

helps students to build confidence and focus on pronunciation problems so that they can try to overcome them. It should be noted, however, that drilling should not be used too much because it can be boring and then it is unlikely to be useful at all (Tice, 2004). A starting point of language acquisition is that the learner has to think in that language, to deal with new grammar and vocabulary and, of course, he or she has to be willing to sound differently (Pennington, 1996). So, it is crucial to keep in mind what the position of learners is in pronunciation. During the process of FL learning, students are constantly adding words to their linguistic repertoire so they have to learn how to produce the new sounds that are in those new words. When pronouncing a word students are likely to make mistakes. It is very common to note that when a student makes mistakes, their peers are very likely to laugh at them. In turn, this makes most students feel a lack of confidence at the moment of speaking or using the TL. On the other hand, there are students who like to be corrected every single time they commit mistakes and there are teachers who consider doing so unacceptable. Nowadays, FL teachers are likely to focus more on fluency than on accuracy. So, here is a potential conflict regarding teachers' and students' perceptions as to how acquiring pronunciation should be handled.

5. About Listening

Listening is receiving language through the ears. Listening involves identifying the sounds of speech and processing them into words and sentences. When we listen, we use our ears to receive individual sounds (letters, stress, rhythm and pauses) and we use our brain to convert these into messages that mean something to us. As like To become a fluent speaker in English, you need to develop strong listening skills. Listening not only helps you understand what people are saying to you. It also helps you to speak clearly to other people. It helps you learn how to pronounce words properly, how to use intonation, and where to place stress in words and sentences. This makes your speech easier for other people listening to you to understand! Our Listening Skills Guide offers strategies and tips for better English listening. According to Oxford Living Dictionaries, to listen is to give attention to sound or action. When listening, one is hearing what others are saying, and trying to understand what it means. This is the act of mindfully hearing and attempting to comprehend the meaning of words spoken by another in a conversation or speech. Activity listening is an important business communication skill, and it can involve making sounds that indicate attentiveness, as well as the listener giving feedback in the form of a paraphrased rendition of what has been said by the other party for their confirmation.

The act of listening involves complex affective, cognitive, and behavioral processes. Affective processes include the motivation to listen to others; cognitive processes include attending to, understanding, receiving, and interpreting content and relational messages; and behavioral processes include responding to others with

verbal and nonverbal feedback. Listening differs from obeying. A person who receives and understands information or an instruction, and then chooses not to comply with it or to agree to it, has listened to the speaker, even though the result is not what the speaker wanted. Listening is a term in which the listener listens to the one who produced the sound to be listened. A Semiotician, Roland Barthes characterized the distinction between listening and hearing. "Hearing is a physiological phenomenon; listening is a psychological act." We are always hearing, most of the time subconsciously. Listening is done by choice. It is the interpretative action taken by someone in order to understand and potentially make meaning of something they hear. Listening in any language requires focus and attention. It is a skill that some people need to work at harder than others. People who have difficulty concentrating are typically poor listeners. Listening in a second language requires even greater focus like babies, we learn this skill by listening to people who already know how to speak the language. This may or may not include native speakers. For practice, you can listen to live or recorded voices. The most important thing is to listen to a variety of voices as often as you can.

6. Active Listening

The way to improve your listening skills is to practice "active listening." This is where you make a conscious effort to hear not only the words that another person is saying but, more importantly, the complete message being communicated. To enhance your listening skills, you need to let the other person know that you are listening to what she is saying. To understand the importance of this, ask yourself if you've ever been engaged in a conversation when you wondered if the other person was listening to what you were saying. You wonder if your message is getting across, or if it's even worthwhile continuing to speak. It feels like talking to a brick wall and it's something you want to avoid. Even when we have the best of intentions, we can easily become distracted when trying to listen to others. If we can learn how to practice active listening, which involves not only offering attention but also communicating our comprehension, we can look smarter, feel better, and enhance all of our interpersonal relationships at work and at home.

So, whether you're working to manifest the job of your dreams, the ideal romantic partner or that active social life you've always wanted, keep in mind these eight powerful tips that will help you be a good listener. In order to do this you must pay attention to the other person very carefully. You cannot allow yourself to become distracted by whatever else may be going on around you, or by forming counter arguments while the other person is still speaking. Nor can you allow yourself to get bored, and lose focus on what the other person is saying.

7. Discriminative Listening

Discriminative listening is the most basic type of listening, whereby the difference between difference sounds is identified. If you cannot hear differences, then you cannot make sense of the meaning that is expressed by such differences. We learn to discriminate between sounds within our own language early, and later are unable to discriminate between the phonemes of other languages. This is one reason why a person from one country finds it difficult to speak another language perfectly, as they are unable distinguish the subtle sounds that are required in that language. Likewise, a person who cannot hear the subtleties of emotional variation in another person's voice will be less likely to be able to discern the emotions the other person is experiencing. Listening is a visual as well as auditory act, as we communicate much through body language. We thus also need to be able to discriminate between muscle and skeletal movements that signify different meanings. Discriminative listening is first developed at a very early age – perhaps even before birth, in the womb. This is the most basic form of listening and does not involve the understanding of the meaning of words or phrases but merely the different sounds that are produced. In early childhood, for example, a distinction is made between the sounds of the voices of the parents – the voice of the father sounds different to that of the mother. Discriminative listening develops through childhood and into adulthood. As we grow older and develop and gain more life experience, our ability to distinguish between different sounds is improved. Not only can we recognize different voices, but we also develop the ability to recognize subtle differences in the way that sounds are made – this is fundamental to ultimately understanding what these sounds mean. Differences include many subtleties, recognizing foreign languages, distinguishing between regional accents and clues to the emotions and feelings of the speaker. Being able to distinguish the subtleties of sound made by somebody who is happy or sad, angry or stressed, for example, ultimately adds value to what is actually being said and, of course, does aid comprehension. When discriminative listening skills are combined with visual stimuli, the resulting ability to ‘listen’ to body-language enables us to begin to understand the speaker more fully – for example recognizing somebody is sad despite what they are saying or how they are saying it.

8. Biased Listening

Biased listening happens when the person hears only what they want to hear, typically misinterpreting what the other person says based on the stereotypes and other biases that they have. Such biased listening is often very evaluative in nature. This type of listening does what it says on the tin – we hear things that confirm our preconceived biases, opinions, or expectations. We hear what we want to hear... what we think we should be hearing.

9. Evaluative Listening

In evaluative listening, or critical listening, we make judgments about what the other person is saying. We seek to assess the truth of what is being said. We also judge what they say against our values, assessing them as good or bad, worthy or unworthy. Evaluative listening is particularly pertinent when the other person is trying to persuade us, perhaps to change our behavior and maybe even to change our beliefs. Within this, we also discriminate between subtleties of language and comprehend the inner meaning of what is said. Typically also we weigh up the pros and cons of an argument, determining whether it makes sense logically as well as whether it is helpful to us. Evaluative listening is also called critical, judgmental or interpretive listening.

10. Appreciative Listening

In appreciative listening, we seek certain information which will appreciate, for example that which helps meet our needs and goals. We use appreciative listening when we are listening to good music, poetry or maybe even the stirring words of a great leader. Appreciative listening is a type of listening behavior where the listener seeks certain information which they will appreciate, for example that which helps meet his/her needs and goals. One uses appreciative listening when listening to good music, poetry or maybe even the stirring words of a great leader. It involves listening to music that one enjoys, people the listener likes to listen to because of their style and the choices the listener make in the films and television he/she watches, radio programs and plays and musicals in the theatre. Unlike informative listening or relationship listening, appreciative listening does not rely on the message from the speaker it is how one responds as a listener. Appreciative listening is a way of listening in which someone actively goes in search of certain auditory information that this person personally appreciates or likes. Someone may also practice appreciative listening if it contributes to achieving a goal or meeting a need. For example, one uses appreciative listening when listening to good music, meditation seminars, poetry, audiobooks or a speech from a person with an excellent reputation. What specific auditory information is valued differs from person to person. Human perception has a lot to do with this. Some people do not like opera and find it too dramatic or complicated, while others like it. Perception can change when, for example, opera is sung in a new style. Past experiences also have a direct impact on the perception of auditory information and the way in which this is listened to. A song from childhood can evoke pleasant memories, making it more likely that listening to this will be appreciated in old age. In other words, people also engage in appreciative listening for the joy of it. Although it doesn't demand a lot of focus, a person can become temporarily absorbed in the moment of listening. In this respect, it is a lot like listening to sounds from the social environment, for example hearing the stories of a grandmother while in the football stands. The big difference between appreciative listening and only hearing and nodding is that

with social listening visions, ideas and reactions are formed based on the person. In appreciative listening it is purely about the listener's reaction, not about the source of the sound.

11. Sympathetic Listening

In sympathetic listening we care about the other person and show this concern in the way we pay close attention and express our sorrow for their ills and happiness at their joys. Sympathetic listening is our way of showing that we understand what a person is saying and how it is affecting them. It shows that we care about them. This kind of listening is common among close friends, partners, and family members. It links very closely to body language, so you're likely to see head tilts, sighing, and nodding. The trouble with this type of listening is that it can be quite easily faked or staged. Since we all know what to expect from people when they're being sympathetic, it's easy to replicate this.

12. Empathetic Listening

When we listen empathetically, we go beyond sympathy to seek a truer understand how others are feeling. This requires excellent discrimination and close attention to the nuances of emotional signals. When we are being truly empathetic, we actually feel what they are feeling. This is really similar to sympathetic listening, but takes things to a new level. Rather than looking on as an observer and feeling for the person (be it sadness, anger, or joy!), empathetic listeners essentially experience the feelings for themselves. This is a sign of a really close friendship or relationship – to feel someone's pain or happiness is to love them and care deeply for them. It can be quite intense at times and can really weigh deeply on the listener if they are not careful. This style of listening is also known as Therapeutic Listening, and for obvious reasons. By putting ourselves in someone else's shoes, we're better able to help them through their situation. This allows us to offer a version of therapy where we walk the individual through whatever they are experiencing as if we are experiencing it for ourselves. That means we can give tailored advice, without making judgments, and offer up suggestions of what we would do. In order to get others to expose these deep parts of themselves to us, we also need to demonstrate our empathy in our demeanor towards them, asking sensitively and in a way that encourages self-disclosure. Empathetic Listening is a technique which can help you manage and avoid disruptive and assaultive behaviors. The foundation of the technique can be summarized in 5 simple steps. Provide the speaker with your undivided attention. This is one time "multi-tasking" or "rapid refocus" will get you in trouble. Be non-judgmental. Don't minimize or trivialize the speakers' issue. Read the speaker. Observe the emotions behind the words. Is the speaker angry, afraid, frustrated or resentful? Respond to the emotion as well as the words. Be Quiet. Don't feel you must have an immediate reply. Often if you allow for some quiet after the speaker has vented, they themselves will break the silence and offer a solution. Assure

your understanding. Ask clarifying questions and restate what you perceive the speaker to be saying. Empathy is the ability to imagine what someone else is feeling. Empathic listening is about really understanding the person who's talking to you. That means it goes beyond active listening, for which the listener uses nods, listening posture and listening sounds like 'yeah, yeah' and 'hmm' to encourage the person speaking to continue talking. Empathic listening goes a step further. It's not just listening, but actually hearing what is being said and understanding what the other is trying to say.

In addition to listening to the actual message, this method allows you to listen to the emotional undertone. This leads to a more intense contact between both people in a conversation. Empathic listening is not about both speakers having the same opinion. It's very possible to have different opinions, but still understand why the other feels differently about a certain matter.

13. Therapeutic Listening

In therapeutic listening, the listener has a purpose of not only empathizing with the speaker but also to use this deep connection in order to help the speaker understand, change or develop in some way. This not only happens when you go to see a therapist but also in many social situations, where friends and family seek to both diagnose problems from listening and also to help the speaker cure themselves, perhaps by some cathartic process. This also happens in work situations, where managers, HR people, trainers and coaches seek to help employees learn and develop. Therapeutic Listening is a sound-based intervention often implemented as part of a comprehensive, multi-faceted therapy program, which encompasses much more than just the ears but the whole-body. Like other sensory systems, the auditory system does not work in isolation. Neurologically it is connected to all levels of brain function and as a result has a vast range of influence. How we listen impacts not only our overall physiology, but also our behavior. Therapeutic Listening is a sound-based intervention often implemented as part of a comprehensive, multi-faceted therapy program, which encompasses much more than just the ears but the whole-body. Like other sensory systems, the auditory system does not work in isolation. Neurologically it is connected to all levels of brain function and as a result has a vast range of influence. How we listen impacts not only our overall physiology, but also our behavior. Therapeutic Listening is not a listening therapy approach that consists of one program that must be followed in a certain order. The various albums included in Therapeutic Listening can be arranged in a number of different sequences to address a client's specific

clinical picture and goals. Unlike other listening therapy programs, Therapeutic Listening programs are not formulaic, and cannot be mapped out at the beginning of therapy. Instead, they are more like a dialogue between therapist and client where progressions are based on practical guidelines and on how the client responds to each music selection. Therapeutic Listening is organized to empower the practitioner to use clinical reasoning skills to determine the most appropriate album selection for each client based upon the Therapeutic Listening parameters. The practitioner is able to select the progression of albums based upon client gains and response to the previous music selection. This sound-based intervention (listening therapy) was developed using client-centered principals to function as an individual therapy tool rather than a predetermined program. Not only can Therapeutic Listening be used independently, it can also be used as a tool to complement other sensorimotor based therapies as part of a sensory diet at home or in the clinic. This listening therapy program offers therapists a broader range of applications, making it appropriate for a greater variety of clientele. Therefore, Therapeutic Listening serves as a tool to be used with nearly any sensory-based clinical issue.

14. Relationship Listening

Sometimes the most important factor in listening is in order to develop or sustain a relationship. This is why lovers talk for hours and attend closely to what each other has to say when the same words from someone else would seem to be rather boring. Relationship listening is also important in areas such as negotiation and sales, where it is helpful if the other person likes you and trusts you.

15. False Listening

False listening occurs where a person is pretending to listen but is not hearing anything that is being said. They may nod, smile and grunt in all the right places, but do not actually take in anything that is said. This is a skill that may be finely honed by people who do a lot of inconsequential listening, such as politicians and royalty. Their goal with their audience is to make a good impression in very short space of time before they move on, never to talk to that person again. It is also something practiced by couples, particularly where one side does most of the talking. However, the need for relationship here can lead to this being spotted ('You're not listening again!') and consequent conflict.

16. Initial Listening

Sometimes when we listen we hear the first few words and then start to think about what we want to say in return. We then look for a point at which we can interrupt. We are also not listening then as we are spending more time rehearsing what we are going to say about their initial point.

17. Partial Listening

Partial listening is what most of us do most of the time. We listen to the other person with the best of intent and then become distracted, either by stray thoughts or by something that the other person has said. We consequently dip inside our own heads for a short while as we figure out what they really mean or formulate a question for them, before coming back into the room and starting to listen again. This can be problematic when the other person has moved on and we are unable to pick up the threads of what is being said. We thus easily can fall into false listening, at least for a short while. This can be embarrassing, of course, if they suddenly ask your opinion. A tip here: own up, admitting that you had lost the thread of the conversation and asking them to repeat what was said.

18. Full Listening

Full listening happens where the listener pays close and careful attention to what is being said, seeking carefully to understand the full content that the speaker is seeking to put across. This may be very active form of listening, with pauses for summaries and testing that understanding is complete. By the end of the conversation, the listener and the speaker will probably agree that the listener has fully understood what was said. Full listening takes much more effort than partial listening, as it requires close concentration, possibly for a protracted period. It also requires skills of understanding and summary.

19. Deep Listening

Beyond the intensity of full listening, you can also reach into a form of listening that not only hears what is said but also seeks to understand the whole person behind the words. In deep listening, you listen between the lines of what is said, hearing the emotion, watching the body language, detecting needs and goals, identifying preferences and biases, perceiving beliefs and values, and so on.

20. Ways to Develop Skill of Listening

Listening is one of the most important skills you can have. How well you listen has a major impact on your job effectiveness, and on the quality of your relationships with others. Having effective listening skills means being able to display interest in the topic discussed and understand the information provided. In today's society, the ability to communicate effectively is becoming increasingly important. Although the ability to speak effectively is a highly sought-after skill, developing effective listening skills is often not regarded in the same respect. In fact, listening is just as important as speaking. Being a good listener helps solve problems, resolve conflicts, and improve relationships. In the workplace, effective listening contributes to fewer errors, less wasted time, and improved accuracy. Effective listening helps build friendships and careers.

The Way To Develop Listening Skills

Effective listening skills play a vital role in any career. A good listener is able to advance in his career easily. Individuals who lack listening skills are poor learners and poor leaders too. There are many individuals who fail to focus on what someone is saying. They are often restless and distracted individuals who fail to focus their complete attention on one thing. Paying complete attention to what you hear is the first step to effective listening. Paraphrasing and summarizing are both fantastic communication skills that help you to make sense of a speaker's points and also allow you to demonstrate that you are listening closely. For example, if your colleague talks for five minutes about her current difficulties on your shared project, you might try saying something like "So, you're feeling very frustrated that your feedback isn't being taken into account, and you're hoping to organize our team in a way that facilitates more frank discussion". Although this sounds like a simple listening technique, it can really show that you "get" the other person. It can also go a long way toward preventing misunderstands and misattributions. Learning how to listen isn't just about what you say to others. Body language also has a major role to play. Although it's off-putting if you stare at your interlocutor and refuse to blink until they've stopped speaking, it is important to hold their gaze at least most of the time. It is an encouraging way to communicate interest, understanding, and focus. Be sure to tailor your eye contact to the needs of others, too. If you're dealing with someone anxious, cut back on direct stares and focus on other active listening skills that are less confronting to shy people. Further to the above tips on body language, it can be useful to mirror the posture of the person you're speaking to.

While this can be obvious if taken to extremes, it is an excellent interpersonal skill that works at a subconscious level to convince your conversation partner that you are empathizing with them. Try small mirroring tricks, such as crossing your legs in the same direction as the other person or folding your hands in the same way. There could be many reasons for distractions. Eliminating distractions is one step to paying good attention. If you are working in an office, make sure you create the perfect ambiance for all the important discussions. The right ambiance may mean neat and tidy desk. It also means eliminating all the possible causes of noise in the surrounding. Most of us have a fake feeling that we can predict what other people think when we know them pretty well. Often such assumptions lead to miscommunication and improper coordination. You must always listen completely to what others speak before running into any conclusion.

Listening attentively may help you come across some facts that you may have never expected or known. It is through attentive listening that knowledge grows and you must always leave scope for such knowledge. A common mistake most of us make is judge people after a few meetings. We start classifying people as intelligent, foolish, geeky, thoughtful or dumb. Such judgments make us feel that we are superior to some of these individuals. This feeling of superiority complex is one big obstacle in proper listening.

On the contrary, if you regard everyone neutrally keeping an unbiased open mind, you will be able to listen better and understand what the person wishes to communicate. It is vital in most important professions that you possess good listening skills so you need to harness these skills. Stress has many adverse effects on the body and mind. One of the greatest impact of stress is seen on your mind and the way the brain functions. When you are in stress, you often fail to concentrate. This could be because your mind is already preoccupied with some other important thing. In such a situation, it is really impossible to listen effectively. It is thus necessary that you keep your mind stress free when you are heading for important meetings or group discussions. You may try meditation or even a short power nap to get rid of stress. Very often, lack of interest is a result of lack of knowledge. If that is the case, you need to gather relevant knowledge to be able to contribute in vital conversations. Books are the best source of information. Another source of information is surely the internet. You will find information about different topics.

Once you possess the knowledge, you can contribute effectively and listen patiently when the same or related topics are being discussed. When you possess the knowledge, any discussion helps you add to the existing knowledge. It also helps you reveal to people around you about how well informed you are. This is the reason why best orators are often the best read men around the world. The knowledge of body language is often of help even in situations when you do not know the accent or the tone of the speaker. Body language often reveals the true motive or the intent of the speaker and reveals certain facts about the speaker even when he doesn't wish to. A drooping posture often reveals that the speaker lacks confidence. An extremely erect posture and fast speech reveal that the person has prepared or mugged for the performance. A person who continuously fiddles is nervous about something. A Loud tone of speech often reveals authority. Even without understanding what the person is speaking, you can actually make out these facts if you have knowledge regarding body language and kinesics. The significance of kinesics and the way in which it ensures to help communication even with strangers or in foreign countries makes it inevitable. If you wish to prosper in your career, you need to take a few extra lessons on kinesics.

Try to understand what different gestures, postures and tones mean. If you lead a huge team and take up huge responsibilities in your firm, your listening abilities will help you to fulfill your responsibilities well. You may start learning about kinesics by observing your friends and dear ones. Try to relate their expressions with their emotions and see how well you gauge what is going on in their minds.

21. Conclusion

This text covers the essentials of debating, especially Academic Debate in which the critical examination of arguments and their rhetorical presentation are important and many topics to develop listening skill. As the

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old saying goes, practice is important in debate as well. Even if you do not have a chance to participate in debate, try to apply your critical thinking skills in other communication situations. The best thing, of course, would be to participate in debate in some form; a short format adapted to your class period, an exchange of written speeches, or even an e-mail debate or Web-based bulletin board debate are all possibilities. We hope that you can enjoy debate to some degree in your lives.

Reference

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