

WORKSHEET 19

THE ART OF LISTENING



PASSIVE LISTENING

When you practise passive listening, you sit quietly and listen to what the person has to say without interrupting what they are saying.

Techniques for good passive listening

1. Look the Speaker in the Eyes. ...
2. Avoid Interrupting and Wait to Interject at the Right Time. ...
3. Be Prepared to **Listen**. ...
4. Learn to Keep Your Mind from Wandering. ...
5. Be Open-Minded. ...
6. Practice the Art of Mirroring. ...
7. Give Positive Non-Verbal Feedback.

Mention one example of passive listening.

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ACTIVE LISTENING



When you practise active listening, you are listening carefully as well as responding and by asking questions along the way as the main person is speaking.

Techniques for good passive listening

- Pay Attention. Give the speaker your undivided attention, and acknowledge the message. ...
- Show That You're Listening. Use your own body language and gestures to show that you are interested...
- Provide Feedback. ...
- Defer Judgment. ...
- Respond Appropriately.

Mention one example of active listening.

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Group activity: In groups of three - four choose any topic and role-play a scenario where you are actively listening and the passively listening, paying close attention to the techniques.

Parent's/Guardian's signature.....