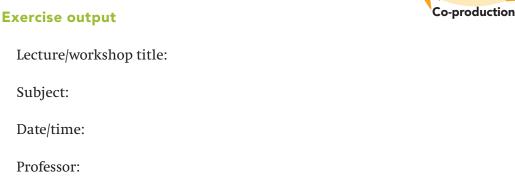
## **Example 2 Example 2 Example 3 Example 4 Example 3 Example 3 Example 3 Example 3 Example 3 Example 3 Example 4 Example 3 Example 3 Example 4 Example 3 <b>Example 5 Example 5 Exampl**

## **Objectives**

- o Link Listening theory to real-life situations
- o Increase awareness of listening skills
- o Understand personal listening style
- o Identify strengths and weaknesses in listening
- o Identify actions to increase effectiveness

## **Skill Sheets**

⊕ Introduction D, D1, D5, and D8



| Listening attention points |                            | Personal Observations | Actions to improve/do differently next time |
|----------------------------|----------------------------|-----------------------|---|
| 1                          | Maintain eye contact with  |                       |   |
|                            | the instructor             |                       |   |
| 2                          | Maintain focus on the con- |                       |   |
|                            | tent, not on the delivery  |                       |   |
| 3                          | Avoid emotional involve-   |                       |   |
|                            | ment                       |                       |   |
| 4                          | Stay active by asking      |                       |   |
|                            | questions                  |                       |   |
| 5                          | Use the gap between the    |                       |   |
|                            | rate of speech and your    |                       |   |
|                            | rate of thought            |                       |   |

What did you find distracting during the presentation? And what can you do to avoid being distracted by this?

| Distraction points | Actions to improve/do differently next time |
|--------------------|---|
| 1                  |   |
| 2                  |   |
| 3                  |   |
| 4                  |   |
| 5                  |   |

Meeting

choice

Digesting information

Supportive

listening

**Preparation** 

**Effective** 

organisation?