

Different Methods of Improving Listening Skills For Adults

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Abstract: This article provides some general information about listening and some kind of methods which help to improve listening skills. Also, in this article, there have necessary advices for adults to advance their listening skills.

Key words: Methods, listening, listening skills, active listening, good listener, importance of listening, tips, effective listening skills.

In today's high-tech culture, communication is more crucial than ever, but people are spending less and less time truly listening to one another. Genuine listening is becoming rarer, even though it is crucial for developing relationships, addressing problems, ensuring understanding, settling disagreements, and increasing accuracy. When you listen well at work, you make fewer mistakes and waste less time. Good listening promotes the growth of resourceful, self-sufficient employees who can also solve problems in their personal lives. The ability to listen enriches all aspects of one's life. Listening is a skill that many of us take for granted. People frequently hear what is being said, but hearing is not the same as listening. To listen, we must make a conscious effort to not just hear but also absorb, digest, and understand what others are saying. Of course, those with hearing loss or impairment may struggle with certain aspects of communication, so when we discuss listening skills, it's important to remember that it's a two-way process. Good communication skills mean considering the other person's situation and needs. Listening not only improves your capacity to understand and communicate but can also make other people's experience of conversing with you more pleasurable.

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.

Listening isn't a skill; it is a discipline! "The quieter we will become the more we will be good at listening". Not everyone intuitively knows how to listen well. Turning into a brilliant listener will take determination and practice. Being a good listener will be well worth it in our professional and personal lives too.

Acceptance - Acceptance is pre-eminent for peace of mind true serenity. However, accepting that there are not many assurances on the planet and figuring out how to endure vulnerability is a huge leap in peace of mind. Separate between what you can and can't deal with.

Active listening has great importance in the workplace:

Regardless of whether we are looking for a new position opportunity, endeavoring to acquire an advancement, or attempting to work on in our present job, further developing our active listening skills will assist us with succeeding. Similar to decisive reasoning and compromise, this delicate expertise will assist with expanding our worth in the workplace.

The benefits of active listening are as follows:

Builds trust and strong relationships.

Helps to resolve conflict.

Prevents us from missing important information.

Helps to build more knowledge.

Enables to identify or anticipate problems.

Helps in better understanding things.

Last but not least it helps in turning innovative and creative.

The capacity to tune in and grasp permits people to build solid compatibility with colleagues. Great listeners have a better track record of settling issues. Active listening requires no interruption, summarization, repeating what we hear back, and lastly picking up on body language.

Maintain eye contact with the speaker: By maintaining eye contact with the speaker, it will exhibit to the speaker that the listener is paying attention.

Do not intrude on the speaker:

Try not to interrupt the speaker finishes till he finishes As, listening for long might address a few of the questions without the need to pose.

Control body Gesture:

This implies that the listener is paying full attention to the speaker. A nod of the head can be great, as it implies understanding.

In crux, the significance of powerful listening skills cannot be overemphasized. When we listen as well as speak effectively, we are much more likely to perform well. Moreover, effective communication is all about understanding what is being said, not just who says it.

It can be beneficial to evaluate your current listening skills to determine areas for improvement. Here are some ways to improve your listening skills:

Maintain eye contact with the speaker

When you are listening to someone talk, you should avoid looking out a window, texting or scrolling through your phone, or scanning a computer screen. Limit any unnecessary distractions, provide the speaker with your undivided attention and make an effort to look at them. This provides them with a nonverbal cue that you are interested in what they are saying, which encourages them to continue expressing themselves.

Consider that the speaker may not look at you because they might be shy, feel uncertain, or their culture may not use direct eye contact for communication. You should continue to face the speaker even if they do not look at you.

Visualize what the speaker is saying

Try to conjure up mental images of what the speaker is talking about while you are listening to help retain information. This may be a literal picture or other concepts that relate to the topic. This will help you to remember keywords and phrases when you listen for long periods. Visualizing what the speaker is saying will also help you to not have to prepare for what to say next. If you happen to lose focus, make sure to immediately refocus

Limit judgments

Listen without criticizing the speaker in your mind while they talk. Even if the message causes you agitation or alarm, try to avoid thinking about negative or judgmental comments because this compromises your ability to listen. You also want to listen with an open mind and understand that the person is giving you their perspective. You may realize that they make more sense as they continue to talk to you, and you won't know the full story without listening.

Don't interrupt

Everyone speaks and processes information at different rates. If someone is delivering their message slowly, try to cultivate patience and wait for them to finish before trying to rush them along by guessing the next thing they are going to say or replying before they have finished talking. Interrupting sends the wrong message to the speaker. It may suggest that what you have to say is more important, that you don't care about what they are saying or that the conversation is a competition. It is also important to refrain from offering solutions. Most often people just want you to listen. However, if you have a brilliant idea, you may consider asking if you can share your ideas before you offer your solution.

Wait for a pause to ask questions

You may not understand everything someone says to you. It is best to wait until they pause to ask them to back up and provide clarification for the topic or phrase you misunderstood.

Ask clarifying questions

Asking clarifying questions helps to keep the conversation on topic. You only want to ask questions that pertain to your understanding rather than ask a

question about something that is not related to the main idea the speaker is trying to get across. When you ask clarifying questions without interrupting, it shows that you are listening, paying attention and willing to discuss things further.

Empathize with the speaker

Empathy is essential to effective listening. You should mirror the emotions the speaker has. For instance, if their face conveys sadness or joy then your facial expressions and words should also convey similar emotions. Empathizing with the speaker takes concentration and expends energy, but it allows for open communication and establishes relationships.

Pay attention to nonverbal cues

Some of the communication that takes place between individuals is nonverbal. You can learn a great deal about someone through their body language and tone of voice when they are communicating with you. It is easy to detect boredom, enthusiasm or irritation on someone's face when they talk depending on their eyes, mouth and position of their shoulders. Therefore, listening also includes paying attention to nonverbal cues. It helps you to make inferences based on what a person means when they are talking to you.

Provide the speaker with feedback

Feedback can be verbal and nonverbal. You can use verbal feedback by saying things like, "I understand that must be difficult," or "OK." You can use nonverbal cues such as nodding your head and using appropriate facial expressions.

The goal is to send signals to the speaker so they know that you are actively listening. In a situation where someone is giving you tasks, make sure to repeat the task list back to the speaker so they know you understand what to do.

Writing down what they say also shows attentiveness.

Practice listening

You can practice listening by being aware of what you do when someone is talking to you. Do this by writing down what you heard, understood and acknowledged after an in-person interaction with someone, or listen to audiobooks or podcasts without any text in front of you. Try listening to no more than four-minute clips and replay them to see how much information you can retain. This will help you to become more aware of your role as a receiver of information and it can enhance your overall communication skills.

Adult learners are great, but they do take some special planning at times.

These listening activities will engage and entertain your adult learners and make sure their English skills are moving in the right direction without treating them like children.

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