

## Listening (Part B) pages 6 thru 8

### LISTENING TO UNDERSTAND

#### 1. Understanding the Speaker

##### A. Listen for the organizational structure of the message

1. It will help you recognize and remember the speaker's main idea.

##### B. Listen for comparisons and contrasts

1. It will help you to understand important ideas.

##### C. Paraphrase.

1. process of putting what you think the speaker meant into your own words
2. allows you to sort out the main points of the message and make sure that you clearly understand them
3. allows you to understand the organizational pattern the speaker used

##### D. Ask Questions

1. will help you to identify subpoints and details that you didn't quite understand and therefore don't quite remember
2. will help you better understand and be interested in the speaker's topic

#### 2. Effective Listening and Note Taking

##### A. When the speaker begins, concentrate entirely on what he or she is saying.

##### B. Identify the purpose of the speech

1. will help you focus on the main topic and therefore to identify and organize subtopics and details more easily

##### C. Listen for signposts

1. words or phrases the speaker uses to tell you what part of speech you are hearing or which ideas are most important
2. signposts for organization
  - a. "To begin with..."
  - b. "My first point..."
  - c. "Secondly..."
  - d. "on the other hand..."
  - e. "In conclusion..."
3. signposts for emphasis
  - a. "Of foremost importance..."
  - b. "Let me remind you..."
  - c. "I cannot emphasize too strongly..."
  - d. "Above all..."
  - e. "I repeat..."

##### D. As you listen, try to understand the speech rather than evaluate it.

1. listen carefully to the speaker's actual words instead of anticipating what he or she will say

#### 3. Note-Taking Tips

##### A. Have all your note-taking materials ready before the speech begins. Have a:

1. pen or pencil that writes well
2. a notebook with enough blank pages
3. firm surface on which to write

##### B. Use underlining or symbols to make main points stand out

1. indent subpoints and supporting details to show their relation to the main points

##### C. Include only the most important supporting details

1. don't try to write down everything, or you might miss something important

**D. Take your notes in the most concise form possible.**

1. use phrases instead of sentences
2. use single words instead of phrases
3. use abbreviations, initials, and symbols instead of complete words
4. when you review your notes, be sure that all abbreviations and shortened are understandable

**E. If you have failed to record a piece of information correctly, wait until the speech is over before you go back to fix it.**

1. polishing your notes during the speech will cause you to miss more important information

**F. Pay attention to unfamiliar vocabulary and new concepts.**

1. be sure to record the speaker's definition of them correctly
2. if the speaker does not define vocabulary, make a note to find out their meanings yourself

**G. Ask questions if possible to clarify any information you are uncertain about.**

**H. Review your notes while the speech is fresh in your memory**

1. make sure they are both legible and understandable
2. rewrite any passages that you think might be difficult to understand in a few weeks or months
3. note any topics on which you need additional information

## LISTENING CRITICALLY

**1. Critical Listening**—not only comprehending what is being said but also testing the strength of the ideas. **Critical listeners are active, not passive.**

**A. Identifying the Speaker's Goal**

**B. Identifying the Main Ideas**

1. repetition
2. signal words

**C. Identifying Supporting Details**

1. examples
2. facts
3. statistics
4. reasons
5. anecdotes
6. expert testimony

**D. Using Context Clues**

1. when words or technical terms are unfamiliar to an audience
2. look for surrounding words and sentences
  - a. synonyms
  - b. comparisons or contrasts
  - c. examples

**E. Taking Advantage of Nonverbal Clues**—since nonverbal clues provide as much as 85% of the Social meaning of communication, effective listeners carefully weigh speakers' behavior against their words

1. Nonverbal communication
  - a. Eye contact
  - b. Posture
  - c. Paralanguage (voice sound and variations)
  - d. Movement and gestures
  - e. Facial expression
  - f. Silence
2. Clues
  - a. Emphasis-speakers can emphasize key meanings through changing volume, stressing certain words, and using gestures

- b. Contradiction-warning flags
  - i. Does not necessarily mean the speaker is lying
  - ii. May indicate the speaker's uncertainty, confusion, nervousness, or hidden motive

## **Techniques for Active Listening**

### **1. Apply what you hear to yourself**

- A. Relate the information to your personal experience
- B. Use your own knowledge to understand new information
- C. Imagine yourself using the information in the future

### **2. Think as you listen**

- A. Summarize and review throughout the presentation
- B. Start thinking of questions you want to ask the speaker later
- C. Predict the speaker's direction, but do not jump to conclusions
- D. If your prediction about the speaker's meaning is wrong, decide what misled you

### **3. Using associations and mnemonic devices to remember important details**

A. Make an association—a vivid mental image that will help you remember. For example, picture the main factors in early U.S. economic development (cotton and transportation) as a locomotive pulling a canal boat carrying a cotton gin.

B. Use a mnemonic device—a rhyme, acronym (word formed from initials), or other wordplay. For example, the acronym PIE might help you to remember three speaking purposes: persuade, inform, entertain.

### **4. Take notes**

A. Do not write every detail or quotation verbatim. Use your own words (paraphrase), and focus on key phrases and topics.

B. Develop a consistent method you can use every time you take notes. For example, write key ideas on the left and details on the right.

A. Use body language such as eye contact or a nod to show that you are listening.

B. Courteously comment or ask questions when the speaker gives you the opportunity to do so.

C. Always assess your response. Were you impressed, irritated, or neutral? Why?

## **ANSWER THE FOLLOWING QUESTIONS ON YOUR OWN PAPER PLEASE.**

Sub Packet # 2 Speech Listening Questions (Part B) Pages 6 thru 8

1. How will listening for the organizational structure of a speaker's message help you?
2. What is paraphrasing? What 2 things does it allow you to do?
3. How will identifying the purpose of a speech help you?
4. What are (speech) signposts?
5. Give an example of a "sign post" for organization.
6. Give an example of a "sign post" for emphasis.
7. Why use underlining when taking notes during a speech?
8. List 4 ways to take notes in the most concise form possible.
9. Why should you NOT polish your notes during the speech?
10. What should you do if you hear unfamiliar vocabulary?
11. Define Critical Listening.
12. List 2 ways to identify a speaker's main points.
13. List 6 forms of "supporting details".
14. What are 3 types of context clues?
15. List 6 forms of Nonverbal communication.
16. List and describe 4 techniques for "Active Listening".