

4 tips to improve active listening skills

[listening comprehension questions]

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Date: June 2020

Time: (06:13)

Location: YouTube

Level: **** (B1/B2/C1)

Link: Available in paid download

MP3 link: Available in paid download

Check these words before listening:

Key vocabulary

1. To connect with people.
2. X [REDACTED]
3. Passive listening.
4. [REDACTED]
5. Dissatisfying / discouraging.
6. Obvious.
7. [REDACTED]
8. First and foremost.
9. [REDACTED]
10. Engaged.
11. Devices.
12. [REDACTED]
13. Observing.
14. [REDACTED] communication.
15. Mental health therapist.
16. [REDACTED]
17. Reflecting.
18. [REDACTED]
19. Resist the temptation.
20. [REDACTED]

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Teacher

LISTENING QUESTIONS

Aim: to develop the students' ability to listen to a 6-minute lecture, to take notes and then use those notes to answer a range of test-type questions.

Lesson Time: Approximately 1:00 hour

Lesson Plan

Lead in

- Ask Students to read the 'title' & predict the content of the lecture.
- Ask students to write down key terms & language from the discussion.
- Feed in / check key vocabulary.

Three types of lesson

Lesson#1: [hard]

1. Students listen once & take notes.
2. Give 5 minutes to tidy notes.
3. Listen again & add to notes (use a different colour pen).
4. Distribute questions – set 10-15 minutes to answer.
5. Feedback: distribute or project answers.

Lesson #2: [medium]

1. Students listen once & take notes.
2. Distribute questions: set 5-10 minutes for students to answer the questions from their notes.
3. Listen again. Students answer the missed questions as they listen.
4. Give extra 10 minutes to consolidate answers.
5. Feedback: distribute or project answers.

Lesson #3: [easy]

1. Distribute questions. Students have 5-10 minutes to look at the questions.
2. Students listen & answer the questions.
3. Give 5 minutes to tidy answers.
4. Students listen again. Check answers & answer missed questions.
5. 5-10 minutes to tidy answers.
6. Feedback: distribute or project answers.

Speaking Task.

- Put students into pairs or threes.
- Give out active listening practice worksheet.
- Students take it in turns to work through the four tasks practising the key skills.
- Feedback as a whole group.

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by Alex Lyon (2020)

Url: <https://www.youtube.com/watch?v=7wUCyiyXdg>

i) **Introduction:** fill in the gaps in these 3 statements – the first letter is provided.

a) Good listening _____ way to 1) **C** _____ with other people and
2) **B** _____.

b) Active listening is the 3) **O** _____ of _____.

c) _____ listening 4) **C** _____.

___ / 4

ii) **What are the two secrets to active listening?** (three to five words for each answer)

1	
2	

___ / 2

Four qualities of active listening

iii) **Number 1:** _____ (three to five words for each answer)

	Explanation	Example
1		
2		

___ / 4

iv) **Number 2:** _____ . (three to five words for each answer)

1	
2	

___ / 3

v) Number 3: Responding: fill in [] (three to five words for each answer)

a) _____



b) [] (for however long that takes)



c) _____



d) You show you were actively following along [] they were saying,



e) _____ _____	f) _____ _____
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g) []

___ / 4

vi) Number 4: keep the focus on them and let them talk.

Name [] on them.

1	
2	

___ / 2

vii) What is [] ?

___ / 1

viii) What is the final question of the day?

___ / 1

Overall score ____ / 22

Active Listening Practice

These activities are designed to help improve your active listening skills. Speakers just speak naturally and give as much detail as possible. Listeners take notes as the speaker talks and practice the set skills below. Don't forget to include verbal and non-verbal communication skills.

1. Mirroring

Speaker: talk about a problem you have and how you will resolve it.

Listener: listen carefully and practice mirroring. When the speaker has finished, ask a follow up question or questions.

Mirroring is a simple form of reflecting and involves repeating almost exactly what the speaker says. Mirroring [redacted]. It is usually [redacted] or the last few words spoken. Be aware not [redacted] become irritating and therefore a [redacted].

2. Paraphrasing

Speaker: talk about [redacted] at the moment.

Listener: listen carefully and practice paraphrasing. When the speaker has finished, ask a follow up question or questions.

Paraphrasing involves [redacted] the speaker has said. When paraphrasing, it is of utmost importance that you do not introduce [redacted] over paraphrase as this can become irritating and therefore a distraction from the message.

3. Summarisation

Speaker: talk about [redacted] (in your life or in the world).

Listener: listen carefully and at the end of conversation summarise the main points. Ask for clarification on anything that you didn't quite understand.

Summarising is repeating [redacted] to the speaker. Summarising involves taking the main points of the received message and reiterating [redacted] if necessary

Clarification phrases:

- "I'm not quite sure I [redacted]...."
- "I don't feel clear about the point on...."
- "When you said [redacted]?"

4. All skills above.

Speaker: If you [redacted] and why?

Listening: listen carefully and apply all four skills above (mirroring, paraphrasing, summarising, clarification) and [redacted]

4 tips to improve active listening skills **ANSWERS**

by Alex Lyon (2020)

i) **Introduction:** fill in the gaps in these 3 statements – the first letter is provided

a) Good listening is probably the easiest way to 1) connect with other people and 2) build relationships.

b) Active listening is the 3) opposite of passive listening....

ALL ANSWERS ARE INCLUDED IN THE PAID VERSION...