

LISTENING AND VIEWING

What Are the Characteristics of Effective Listening and Viewing?

Listening and Viewing are skills that can be practiced and learned.

An **effective listener**:

- has **eye contact** with the speaker
- listens for the **purpose** of the speech
- asks the speaker **questions** at the appropriate time
- does **not interrupt** the speaker

A **critical listener** also:

- notices **transitional words** like *first*, *therefore*, and *finally*
- takes **notes** to help him/her remember the main points of a speech
- distinguishes between **facts** and **opinions** while listening
- listens for a **summary** at the end of a speech

An **effective viewer**:

- looks for t
- notices th
- searches f



PREVIEW

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Try This!

1] The listener whispers to a friend in the seat next to him.
This is an example of **effective listening**.

- a] true
- b] false

2] When taking notes during a speech, write only the **key words** of the speaker.

- a] true
- b] false

3] The listener reads a chapter from a favorite book while the speaker is making a presentation.

This is an example of **effective listening**.

- a] true
- b] false