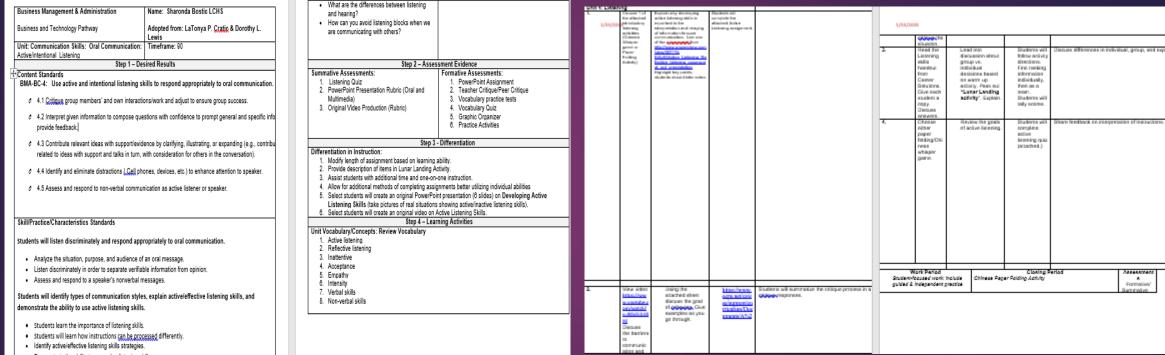
# **LESSON PLAN FOR LISTENING SKILLS** BMT-BC-4



· Demonstrate the ability to use active listening skills.

## **ACTIVITIES AND STUDENT WORK**

## Career Headlines mber 18, 2019

#### Good Listeners Avoid "Do-Overs"

Excellent listeners make fever mistakes at work and their work is accomplished faster. Why? They pay close attention to what is said, so they have fever "Do-Overs."

Lazy listeners may have to re-do a task several times before getting it right. Not only is this a problem with finaling work on time, but it also points out that the periors is a proor listerar.

Listening is an active process that some people treat as passive Focusing on what is said without allowing other thoughts to distract you's called active listening. It takes mental energy because your mind wants to wander



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Assume pur basis is availabling converting visis think you always hnew if you become despanded you't miss the change in the methods. The next home you're called on to do the dask that was blacused, you'liget it wrong because you waren't baseng. That dask to always the work down because of you're dower and makes you book sad because you ddan't pay stanton.

Ben'ts and Do's for active listening Apply active listening to your work to avoid Do-Overs and to improve a lazy listener reputation.

Listence TONTE: Dis your composer while a person takes to you Think about anter you want to say next Distribut about anter you want to say next Distribut you want you want to say next Distribut you want yo

Examples of good and good lateners. Speaker: Good money Angue, do you have a few menutes to discuss the Rodemont pol<sup>5</sup> Good Lateners: Can you wait the relocat one menute? 34(\*\*3 concentrate better 4? finant this upper amail first Poer Lateners: Can you wait the relocat one menute? 34(\*\*3 concentrate better 4? finant this upper amail first Poer Lateners: Can you wait the relocat one menute?

Speaker: Good menning: Afgelit do you have a five minutes to discuss the Rockment (so<sup>12</sup> Good Lateners: Deve, go alked: To have my fix disclond. (Lateners concentrate to M) Poor Lateners: Deve, go haved and half me stret you have in mind; (Speaker begins taking and latener forms a quock option without latening to the fix of message.)

Action: Examine the DON#4<sup>min</sup>Ts and put a check mark beside each DON#4<sup>min</sup>T that you abuse as a listener. Describe one example from the past that showed you were being a poor listener. What were the consequences?



Note to extractors. Listening is one of the trackest of the communication skills to beaution because inductivals often minor issening is the same as heating. Listening requires anymaic skill, with heating is a spruged skill. The first of han important Listening lessons or sources in Job Ready Caeeer Skills are given below. These, slong with the other communication beach in Job Ready Caeeer Skills are based to gater below.

#### Click here to see five sample student lessons from Job Ready Career Skills.

### Job Ready Career Skills Listening Lessons aons for Listaning Benefits of Listening Barriers to Listening

Developing a Listening Attude Bhow You Are Listening Asking Questions Obtaining Feetback Getting Others to Listen To and

#### Name: Makenzie Watson

Date: 11/21/19

Class Starter: Freelancing-Business Reading

- 1. List 5 skills needed by Freelancers. Marketing, Networking, Accounting, Management and Communication skills.
- 2. Name 1 prediction on expected growth of Freelancers. The freelancing workforce in increasing and has grown 3x the amount since 2014.
- 3. Nearly 50% of the workforce are freelancers. List 5 careers of freelancers HR specialist,

bookkeeper, writer, project manager, and receptionist.

Skills	Score	
Answered Questions	50	
<ul> <li>Highlighted Answers</li> </ul>		
Created Chart with Listening Do's and Don't	50	
✓ Use of table		
✓ Used checkmarks		
✓ Action Item		

### Name Class Starter: Listening Skills-Business Reading

Listening "DON'Ts" ✓ Use your computer while a Stop everything you are doing person talks to you Concentrate on the speaker's words Think about what you want Wait to talk until the speaker is finished Stop your mind from wandering to say next Interrupt while a person is Let the speaker make his or her point Suggest a better time to talk speaking Distract yourself by thinking about other work Form premature assumptions about the speaker's message Start a conversation if you don't have time to listen fully

Listening "DO's"

Action: Examine the DON'Ts and put a check mark beside each DON'T that you abuse as a listener. Describe one example from the past that showed you were being a poor listener. What were the consequences? Write the consequences about 1 Don't and 1 Do using your own Words.

When someone is talking to me and I continue typing. The consequences were that I wasn't truly paying attention to the conversation and they confronted me and knew that I wasn't paying attention.

Don't 1: Didn't truly listen the conversation or what the person was saying resulting in a loss of communication.

Do 1: Listen the speaker truly and know what they are talking about.

## CHINESE FOLDING PAPER ACTIVITY



