

# A REVIEW ON THE ANALYSIS OF EFFECTIVE LISTENING SKILLS

**Punnayya Yentrapati**

*Asst.Prof in English*

*Sasi Institute of Technology and Engineering*

*Tadepalligudem, W.G.Dist*

*Andhra Pradesh (India)*

Firstly, for an effective communication, the three elements of listening, language and speech are closely related skills which were picked up by everyone from the childhood unconsciously to allow interaction and communication with the wider society. Listening is an ability which accurately receives and interprets the messages in the process of communication. Listening is an important key for an effective communication. Without the ability of listening effectively, the messages are easily misunderstood. As a result, communication will break down and the sender of the message can easily become frustrated or irritated towards you.

If there is only one communication skill you must aim to master, then listening takes a major role in it. Listening is so important that many of the top employers provide listening skills training for their employees at the work places. This won't be surprising when you consider that good listening skills can lead to a better customer satisfaction, and greater productivity with fewer mistakes, and increased in the sharing of information that in turn can lead to more creative and innovative work as well.

Many of the successful leaders and the entrepreneurs credit their success to effective listening skills. Richard Branson frequently quotes that "listening as one of the main factors behind the success of Virgin". Effective listening is a skill which underpins all positive human relationships. Spend some time in thinking about developing your listening skills – because of that, they are the building blocks of one's success.

## **LISTENING VS. HEARING**

Hearing refers to the sounds that unconsciously enter your ears. It is a physical process, and it makes sure that you do not have any hearing problems, which happens automatically.

**Listening, undoubtedly, requires more than that: however it requires focus and intense effort, by involving both mental and sometimes physical as well.**

Listening is nothing but paying attention not only to the story, but how it is told, the use of language and the voice, and how the other person uses his or her body. In other words, it means being aware of both verbal and even the non-verbal messages. Your ability to listen effectively just depends on the degree to which you perceive and comprehend these messages.

Listening is not an inactive process. In fact, the listener can, and should, be at least as engaged or involved in the process as the listening to the speaker. The phrase 'active listening' is used to portray the process of being fully occupied.

## II. THE MAJOR ROLE OF LISTENING

It is not at all difficult for one to realize the significance of a listening skill, to consider that listening skill occupies nearly about 45 % of the time that adults spend in communication. This is more significant than speaking, and it accounts for 30 %, and reading & writing, accounts upto 16 % and 9 % respectively.

Yet, for its importance, students and even teachers often fails to give attention to listening when it needs. This is the most remarkable as learners often say that listening is the most challenging one of all the skills in English language. Listening as opposed to the hearing which is an active process of what we hear and then to understand what is said. And the actual scientific process of listening takes several steps and those are as follows:

Listening as opposed to hearing is an active process where we hear and then understand what is said. The actual process of listening takes several steps:

1. The sound waves carry the sound of spoken words towards the listener ears.
2. These sound waves need to travel from the outer ear canals without being obstructed.
3. And then the sound waves pass through the eardrums and the middle ear without any distortions that may be caused by fluid from colds, infections or even an allergies.
4. The sound waves then need to travel through the inner ear, which also needs to be working.
5. Then the sound waves travel via the auditory nerves to the brain.
6. And then the brain compares the received sound waves to its memory of sounds which has previously stored in order to understand the message received.

If the brain cannot function this then the person gets a listening disorder. For instance, if the brain cannot concentrate on the activity of listening to someone for a long enough time then the person definitely is suffering from an auditory memory problem. If the brain works on too many tasks at once and therefore if cannot focus on the deciphering sound waves received and therefore is not able to comprehend the message then the person can be suffering from an attention deficit disorder. If the brain cannot store the information or has difficulty in doing so, it will be unable to understand the sound waves that are receiving, and then we can infer that the brain could be suffering from an auditory comprehension else an auditory processing problem. These are only the few several listening disorders.

Without a firm foundation and development in our listening skills, children may struggle with language and speech; it is even more than likely that they may struggle at school. It is estimated that 80 % of what a child learns through listening. It is considered as the first language skill that most of the children develop and it serves as the building block for additional language skills. Spoken or Written language skills and therefore listening as its natural partner is absolutely necessary for literacy skills as a whole to develop. However, even taking the importance of listening into an account, the teaching of listening as a skill to be acquired of its own merits has become somewhat as a forgotten art, and this has been the case consistently continuing for more than 50 years, especially within the elementary schools. One of the reasons that listening skill seems difficult is that many teachers feel that it is not something that can be taught or evaluated.

In order to boost our listening skills the body needs to be prepared along with the brain for learning. Listening is also as a skill needs to be stressed and focused, as listening incredibly crucial in helping children learn how to read and spell it. Strategies to improve listening need to start at the beginning of the year in order to lay the foundation to progress later. For example, if teachers are asked to repeat their instructions one less time than they currently do, and as due an increase in our listening skills, then the productivity of the class would increase by many factors, especially in terms of speech and literacy – as so the other elements of the triad of language skills. For instance, most of the time could be used on the silent reading,

### **III.LISTENING CHALLENGES FOR OUR ENGLISH LANGUAGE LEARNERS**

There are many individuals who may face difficulties in understanding a talk, lecture or a conversation in a second language and sometimes even in their first language. The speaker, the situation and the listener can all be the cause of all these difficulties.

Contributing few factors may include the speaker talking quickly, background noise, a lack of visual clues, such as on the telephone, the listener's limited vocabulary, a lack of knowledge about the topic, and an inability to distinguish an individual sounds.

Finally, this discussion of importance of listening skill may add a layer of coercion for public speakers. After all, it can be difficult to think of having to get an audience to not only hear, but also truly listen to the speaker. Nevertheless, once after recognizing the difference and become aware of an active listening and its barriers to overcome. We can better shape our spoken words to enthrall and engage an audience. A broader awareness of the importance of an effective listening is the strongest weapon in your arsenal as a public speaker. At the same time, building up one's own effective listening skills can increase your academic, professional, and personal success everywhere. Being heard is one thing, but all the speakers need listeners to complete the communication sphere. Reap the rewards: Instead of saying "I hear you," try out "I'm listening."

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