

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

An **effective viewer**:

- looks
- notices
- searches



PREVIEW

Please [Sign In](#) or [Sign Up](#) to download the printable version of this worksheet

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