



DEVELOPING LISTENING SKILLS

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2- course

Abstract: *In modern English, a number of methods for the formation and development of listening comprehension can be used in practice, most of which are carried out in integration with other skills. Working with each of the language skills, their formation and integration is the basis of the modern methodology. This article provides information on the prospects for developing listening skills.*

Key Words: *Listening skills, active Listening, effective Listening, listening comprehension, listener, ability to listen.*

The way to improve your listening skills is to practice "active listening." This is where you make a conscious effort to hear not only the words that another person is saying but, more importantly, the complete message being communicated. In order to do this, you must pay attention to the other person very carefully. You cannot allow yourself to become distracted by whatever else may be going on around you, or by forming counterarguments while the other person is still speaking. Nor can you allow yourself to get bored, and lose focus on what the other person is saying.

If you're finding it particularly difficult to concentrate on what someone is saying, try repeating their words mentally as they say them. This will reinforce their message and help you to stay focused. To enhance your listening skills, you need to let the other person know that you are listening to what they're saying.

The Benefits of Active Listening. To understand the importance of active listening, ask yourself if you've ever had a conversation when you wondered if the other person was listening to what you were saying. You wonder if your message is getting across, or if it's even worthwhile continuing to speak. It feels like talking to a brick wall and it's something you want to avoid. By becoming a better listener, you can improve your productivity and your ability to influence. Persuade, and negotiate. What's more, you'll avoid conflict and misunderstandings. All of these are necessary for workplace success!

Be aware that active listening can give others the impression that you agree with them even if you don't. It's also important to avoid using active listening as a checklist of actions to follow, rather than really listening. It may help to practice Mindful Listening if you find that you lose focus regularly. **The Benefits of Active Listening.** To understand the importance of active listening, ask yourself if you've ever had a conversation when you wondered if the other person was listening to what you were saying. You wonder if your message is getting across, or if it's even worthwhile continuing to speak. It feels like talking to a brick wall and it's something you want to



avoid. By becoming a better listener, you can improve your productivity and your ability to influence. Persuade, and negotiate. What's more, you'll avoid conflict and misunderstandings. All of these are necessary for workplace success!

Why are listening skills important? Listening skills are an essential part of good communication. When you are an attentive listener, you can begin to improve relationships, make decisions more effectively and reach agreements with others quickly.

Here are some additional reasons why listening skills are important:

- Demonstrates your ability to pay attention to the thoughts, behaviors and feelings of an individual
- Increases your power to influence, serve, motivate or develop people effectively
- Enables an organization to operate efficiently with the information they are given that may cause them to adapt to market trends or consumer needs
- Enhances basic human interaction
- Builds personal and professional relationships

Listening skills are also important to many business roles such as:

- Sales
- Negotiation
- Coaching
- Mentoring
- Interviewing
- Marketing research
- Facilitation
- Managing

Listening is key to all effective communication. Without the ability to listen effectively, messages are easily misunderstood. If there is one communication skill you should aim to master, then listening is it. Listening is so important that many top employers provide listening skills training for their employees. Without listening, no organisation can operate effectively, nor ultimately survive. Effective listening provides the information required to enable organisations to adapt to meet the changing needs of customers and keep up with market trends.

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