

both verbal and non-verbal messages. Sadiku, 2015 states that listening is “a state of receptivity that permits an understanding of what is heard and grants the listener full partnership in the communication process”.

Listening is an integral part of communication; thus, we need to develop a keen interest in improving our listening skills. As you listen, you interpret the sounds and get the important words and construct meaning. As you do this you also simultaneously check the new information against your prior knowledge and experiences. A good listener shows readiness and possesses an ability to manipulate the sound into words and their contextual meaning. But how does one listen actively?

Active Listening

In various interactions (face-to-face or virtual), listeners show their understanding and response to the speakers through verbal utterances like “ok”, “uh-huh”, or “oh”, and non-verbal gestures like nodding and pressing the emoticon buttons in Zoom. They can also make comments, ask questions, and take turns participating in the conversation. **This proves that listening is active and not a passive skill.** “If the listener takes part actively in the process of listening linguistically and uses his/her non-linguistic knowledge to follow up the message that the speaker intends in a conversation, if s/he listens, replies, and asks/answers questions, it is active listening” (Lindsay & Knight, 2006, Littlewood, 1981 in Yildirim (2016). Anderson and Lynch (2003) added that “understanding is not something that happens because of what speaker says, the listener needs to make connections between what s/he hears and what s/he already knows and at the same time, he/she tries to comprehend the meaning negotiated by the speaker.”

What is active listening?

Although the previous paragraphs have established that listening is an active skill, not all listening is the same. This skill may not come naturally for many of us. You have to understand that there is a line that separates passive listening and active listening.

Passive listening is a little more than hearing. It is regarded as one-way communication wherein the receiver does not respond nor give feedback to the speaker in any way. Imagine yourself listening to the one hour and a half lecture of your teacher via Google Meet (for example). Your teacher keeps talking, and while you claim that you are “listening” you didn’t show any feedback in the form of clicking the emojis for a response, or using the chat box for questions, or raising your hand to answer questions. You may not be doing anything else, yet, you are also not paying attention to what’s being said.

On the other hand, active listening includes responding and providing feedback at the right time. It is paying attention not only to the speaker, or to the message but even to the verbal and non-verbal messages. It is listening accurately,

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