

HOW TO STEP UP
YOUR
READING AND LISTENING SKILL
LEVELS

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SKILL
THEORY
PRACTICE

What skills do I have now?

eg cycling, swimming – physical

singing, piano –

how long did they take

what steps were called for

Skills of listening and reading and levels of skill

low

medium

high

optimum

HOW TO LISTEN AND READ
STILL BETTER

WHY LISTEN AND READ
STILL BETTER

THINK BACKWARD
AND WORK FORWARD

TO RECALL READILY
AND TO WRITE CORRECTLY

TO DO THE BEST
IN THE EXAM HALL
short term goal

TO DO BETTER AND BETTER
WHILE PREPARING
and thus get ready
for the D-day

HAVE YOU PLAYED IN A DRAMA?

Drama one time

Rehearsal many times

Helps readiness

Emotional preparation

Stage fright – exam hall fever

PREPARATION IN SCHOOL
IN GOOD PART IS
TO LISTEN. READ
AND WRITE
(AND SPEAK)

THE POWER OF
REHEARSAL AND RECALL
To write right, neat and fast

IS READING AND LISTENING
A MAJOR/MINOR ACTIVITY?

HOW WELL
IS YOUR UNDERSTANDING?

HOW WELL DO YOU
REMEMBER
RECALL
REPRODUCE IN WRITING?

DO YOU WANT
TO DO BETTER?

DO YOU KNOW
YOU CAN DO BETTER?

HAS ANYONE TOLD YOU
HOW TO DO BETTER?

What are the factors
that influence
the efficiency
of reading?
of listening?

STAGES

Not knowing

Knowing

Doing

Doing at low skill level

medium skill level

high skill level

optimum skill level

INFLUENCING FACTORS

Physical

Mental

External

Internal

Eye conditions

Lighting conditions

Seating

Print type

Fresh

Brisk

Keen

Focus

No disturbances/distractions

Points

Notes

Language skills
Vocabulary
Dictionary habit
General reading

Start with questions

Overview

Summarise

Mindmap

Review Recall

Memory aspects

THE PROCESS OF READING

Stops and jumps

Span

Duration

Helpful and unhelpful ways

LISTENING

a minor activity

or a major one

at studies

and in life?

In your experience
who are some good listeners
and why do you think so
and how do they listen?
Any way worth copying?
Or negative copying?
Adopt/avoid approach

How good is our listening?
And the implications?

DOES IT PAY
TO LISTEN WELL?
A LITTLE BETTER?

WHAT COMES IN THE WAY?

Avoidable?

Unavoidable?

LISTENING

First learned

Most used

Least taught

Taken for granted

Hearing is not listening

'LISTEN TO ME'

To understand.

not obey

GOOD LISTENING

SOME BENEFITS

Mutual understanding

Mutual respect

Promotes cooperation

Reduces tension

Avoids many problems

Barriers to listening

Poor hearing

Distractions like noise

Interruptions/distractions

Prejudices

criticising delivery/appearance

Inadequate vocabulary

Faking

Good and bad listeners

GL: Asks what's in it for me

BL: Turns out dry subjects

GL: Judges content

BL: Tunes out if delivery is poor

GL: Takes fewer notes

BL: Takes lot of them

GL: Avoids distractions

BL: Distracted easily

GL: Interprets color words

BL: Reacts to emotional words

GL: Anticipates. mentally summarises. listens between the
lines

BL: Daydreams fakes attention

Efficient listening

Be prepared

Focus attention

Plan to report

Overcome distractions

Take notes

Ask questions

Paraphrase

Look like a good listener.

How to look like a good listener

Lean forward slightly

Maintain eye contact

Appropriate facial expressions

Ask for clarification

Avoid fidgeting

Don't play with objects

Don't look at your watch

Follow what is said verbally and nonverbally

Provide feedback

EFFECTIVE LISTENERS

plan to report

think ahead

use speed differential

listen for central ideas

take notes

not take mental trips