What is the difference between hearing and listening Why is listening important?

**Hearing** is the act of perceiving sound and receiving sound waves or vibrations through your **ear**. **Listening is** the act of **hearing** a sound and understanding what you hear. **Listening** Requires concentration so that your brain processes meaning from words and sentences. Jun 30, 2017

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**Groups** have more productive **discussions** when everyone has a copy of the printed agenda before the **discussion** begins. This allows time to review the topics and focus on key issues. ... The **leader** must also use organizational **skills** to focus the members on the agenda points during the **discussion**.

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The main **difference between** two types of communication; **active listening** and **passive listening** is that in **active listening**, the **listener** pays full attention to the speaker and his word while in **passive listening**, **listener** acts **passively** by receiving the message only without giving further external indications.

Dec 6, 2018

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**Kinesics** is the study of how we use body movement and facial expressions. We interpret a great deal of meaning through body movement, facial expressions, and eye contact. Many people believe they can easily interpret the meanings of body movements and facial expressions in others.

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It allows us to form connections, influence decisions, and motivate change. Without **communication skills**, the ability to progress in the working world and in life, itself, would be nearly impossible. **Public speaking** is one of the most **important** and most dreaded forms of **communication**.




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## What are the communication networks?

A **communication network** refers to how information flows within the organization. Information within an organization generally flows through a system, rather than being a free flow. **Communication networks** are regular patterns of person-to-person relationships through which information flows in an organization.

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**Following principles of communication make it more effective:**

- Principle of **Clarity**: The idea or message to be communicated should be clearly spelt out. ...
- Principle of Attention: ...
- Principle of Feedback: ...
- Principle of Informality: ...
- Principle of **Consistency**: ...
- Principle of **Timeliness**: ...
- Principle of Adequacy:

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In order to best focus in on a speaker's message, try to eliminate as many possible **distractions** as possible. Turn off all mobile devices, relocate to a quiet space, and close unnecessary windows on the computer.

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The **extemporaneous presentation** is one that is carefully prepared, but not **memorized**. You organize the speech but do not write it out word for word. Instead you use key words and key phrases to trigger the next thought. ... This **mode of presentation** is the one where you can make the best contact with your audience.

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Employers conduct different types of job interviews, such as behavioral interviews, **case** interviews, group interviews, phone and video interviews, online interviews, second interviews, and even interviews held during a meal.

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There are four language and communication skills: **listening**, **speaking**, **reading**, and **writing**. These four skills of language allow an individual to comprehend and produce **spoken language** for proper and effective interpersonal communication.

Sep 1, 2020

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