Unit Plan - Listens Actively

**Grade:** High School

*3.3 Communication Skills*

*Routinely displayed in students’ everyday actions in the classroom — how they participate in lessons, contribute to the learning environment, treat their fellow students, and govern themselves.*

**Benchmark:**

**3.3.2 Listens actively**

Students are noticeably engaged through note taking, questioning, and responding.

*This benchmark is met through the submission of other assignments. (See also 2.2.9.)*

# Supplemental Lesson: Listens Actively

**Description of Unit:** During this unit the student will demonstrate skills needed by an active listener including questioning and responding techniques.

**Essential Questions:**

* What skills are necessary to be an effective listener?
* How can I use note-taking skills to become a more effective learner?
* How can I sharpen my response skills to show that I am actively listening?

**Student Background Knowledge:**

In a prior lesson (3.3.1) students learned about providing oral responses ranging from impromptu short answers during a lesson to completing a formal oral presentation. This lesson will build on this by teaching the importance of actively listening as others speak.

**Learning Intentions:**

* Utilize active listening techniques in the classroom and in daily conversations.
* Implement note-taking skills while listening to verbal information.
* Give proper responses based upon my active listening.

**Content Specific Language:**

Active listening

**Pre-Assessments:**

[Skills to Pay the Bills - Communication](https://www.dol.gov/odep/topics/youth/softskills/Communication.pdf)

**Formative Assessments:**

Journaling Activity from *Skills to Pay the Bills- Communication*

Small group discussion summary from Lesson 2

Conversation summary from Lesson 5

**Summative Assessment:**

Presentation for Middle School or elementary students on the importance of active listening in the classroom- Students will work in groups and choose a method of their choice to share a lesson with younger students on how to actively listen in the classroom.

**Instructional Strategies:**

Small group activities

Hands-on activities

TED Talks

Note-taking strategies (teacher-delivered content)

Partner work

**Technology Resources:**

Device and projector for TED Talks

Technology for creating summative presentation

## Listen Hear!

(Listening to instructions)

I can identify reasons why communication sometimes fails.

[Skills to Pay the Bills - Communication](https://www.dol.gov/odep/topics/youth/softskills/Communication.pdf)

Introductory activity that illustrates the importance of active listening and shows what happens when this skill is not used.

## Active Listening in small groups

I can understand guidelines of active listening and apply them in a small group.

[Active Listening- Small Group Activity](https://ctl.byu.edu/tip/active-listening-small-group-activity)

Students will use the guidelines outlined in the attached resource to discuss a given topic within their small groups.

This activity teaches students to listen with openness, with curiosity, without asking questions that interrupt the speaker, listening for patterns and for what is not being said, and, finally, listening with intention.

(This strategy can be used throughout the course when working in small groups)

## Note-taking Strategies

I can take notes as I listen to a speaker.

[Effective Note-taking in Class](https://learningcenter.unc.edu/tips-and-tools/effective-note-taking-in-class/)

Resource for teaching students how to effectively take notes in class or when listening to a speaker. This could be assigned to students to read or could be made into a classroom presentation.

## Active listening content

I can identify causes of poor listening.

I can explain what active listening is.

I can describe the levels of active listening.

I can use active listening in the classroom.

[Active listening content](https://courses.lumenlearning.com/boundless-communications/chapter/understanding-listening/)- This resource gives good background information on Active Listening.

[Active Listening in the Classroom](https://courses.lumenlearning.com/austincc-learningframeworks/chapter/chapter-10-active-listening-in-the-classroom/)**-** Also a good resource for teachers, looking to instruct students on becoming an active participant in learning.

## Listening in everyday conversation

I can engage in a meaningful conversation by using effective listening strategies.

[TED Talks- Better Conversation](https://www.ted.com/talks/celeste_headlee_10_ways_to_have_a_better_conversation?language=en)

Students listen to this 10 minute TED talk, taking notes on the main ideas (as learned in previous activity). Students are matched with a partner, given a topic, and asked to engage in a meaningful conversation, using the communication skills outlined in the TED talk. Students will write a one paragraph summary of the conversation and how they were able to apply active listening skills.

## Active listening practice

I can demonstrate the use of active listening skills.

[Drawing Twins](https://slco.org/uploadedFiles/depot/admin/fHR/employee_university/EU_CommunicationDrawingTwins.pdf)- This is a fun activity that demonstrates the importance of active listening. It shows the importance of not only speaking clearly, but listening actively.