

COMMUNICATION

Are You Listening?

- ❖ 50 – 80% of waking hours are spent communicating
- ❖ 45% are spent listening, 30% talking, 16% reading, 9% writing
- ❖ 75% of the words we hear are ignored, misunderstood, or forgotten.
- ❖ 25% of information heard in a 10-minute talk is remembered after 48 hours
- ❖ 90-200 words are generally spoken in a minute
- ❖ 400-600 words can be listened to in a minute

Effective Listening

Listening effectively enables you to lead others into opening up, sharing more than just facts. Listening in this manner encourages the other person to share his feelings and interpretations, allowing you to understand more fully where he is really coming from. We generally do not get to the root of a problem through surface communication. Developing effective listening skills will help you learn to “get to the root.”

Tips for Communicating With Students

Effective communications with students involve the use of positive statements. Positive responses are readily available and so powerful that effective classroom managers always use them.

1. Use positive statements when you can sincerely do so.
2. Use a variety of statements.
3. Practice listening.
4. Become skilled at private, indirect, as well as public praise.
5. Be specific.

6. Additional desired consequences of the frequent use of positive statements:

- a. Students may respond more appropriately to others.
- b. Criticism is more likely to be effective.
- c. Students may copy you.

When You Correct Students

1. Don't take their misbehavior personally.
2. Correct students calmly.
3. Speak courteously.
4. Be specific, descriptive, and non-judgmental.