

## Worksheet - Active listening tasks that develop transferable skills

### THINK ABOUT WHAT YOU SEE

Watch the first 1½ minutes of the talk and observe these things.

- 1 What is the presenter wearing and what does this communicate?
- 2 Does the presenter use any aids (for themselves or the audience)? If so, are they helpful or distracting?
- 3 What is the presenter's body language? Open and confident? Quiet and still? Closed and distant? Busy and active? What does this communicate?

### THINKING ABOUT THE MESSAGE

Watch and listen to the talk. Answer these questions.

- 1 What do you think is the main message of the talk – the idea worth spreading?
- 2 What do you think is the main purpose of the talk?
  - a to inform / raise awareness of an issue
  - b to entertain
  - c to persuade / provoke action

### THINKING ABOUT THE STRUCTURE

Answer these questions.

- 1 How does the speaker get the message across?
  - a By making a point or claim and providing examples / supporting evidence
  - b By telling a story and reaching a conclusion or a lesson
  - c By demonstrating something to show its benefits
  - d By explaining a problem and offering a solution
  - e Something else
- 2 Rate the talk on a scale of 1 (not successful) to 5 (very successful) in these areas:
  - a The talk supported the main message.      1      2      3      4      5
  - b It was well structured.                              1      2      3      4      5
  - c It took the audience to a clear conclusion.      1      2      3      4      5
- 3 Would you recommend the talk to others? Why / why not?

### THINKING ABOUT THE DELIVERY

Answer these questions.

- 1 Rate these aspects of the talk. 1 = not successful; 5 = very successful:
  - a The speaker spoke clearly.                              1      2      3      4      5
  - b The speaker's speed was appropriate.              1      2      3      4      5
  - c The speaker held my attention throughout.      1      2      3      4      5
  - d I enjoyed the talk.    1      2      3      4      5
- 2 What did you see that you would like to copy in your own presentations?
- 3 Are there aspects you would prefer to avoid in your own presentations?

### APPLICATION

Do this talk-reconstruction activity.

- 1 If you want to, watch the talk again.
- 2 Work in pairs. Try to remember the talk, or at least the general shape of it. Take turns, presenting the main ideas from the talk. You don't have to try to remember every line, but just the general idea and feeling of the talk.