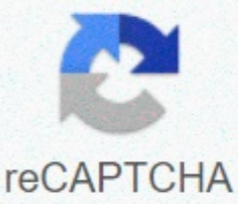




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Click on the "Translate Into" drop-down menu and select English. Click on the "Translate From" drop-down menu and select German. Click on on the "Translate" button. Your translated text will appear below. Published on May 18, 2021 We have two ears and one mouth for a reason—effective communication is dependent on using them in proportion, and this involves having good listening skills.The workplace of the 21st century may not look the same as it did before COVID-19 spread throughout the world like wildfire, but that doesn't mean you can relax your standards at work. If anything, Zoom meetings, conference calls, and the continuous time spent behind a screen have created a higher level of expectations for meeting etiquette and communication. And this goes further than simply muting your microphone during a meeting.Effective workplace communication has been a topic of discussion for decades, yet, it is rarely addressed or implemented due to a lack of awareness and personal ownership by all parties.Effective communication isn't just about speaking clearly or finding the appropriate choice of words. It starts with intentional listening and being present. Here's how to improve your listening skills for effective workplace communication.Listen to Understand, Not to Speak There are stark differences between listening and hearing. Listening involves intention, focused effort, and concentration, whereas hearing simply involves low-level awareness that someone else is speaking. Listening is a voluntary activity that allows one to be present and in the moment while hearing is passive and effortless.Which one would you prefer your colleagues to implement during your company-wide presentation? It's a no-brainer. Listening can be one of the most powerful tools in your communication arsenal because one must listen to understand the message being told to them. As a result of this deeper understanding, communication can be streamlined because there is a higher level of comprehension that will facilitate practical follow-up questions, conversations, and problem-solving. And just because you heard something doesn't mean you actually understood it.We take this for granted daily, but that doesn't mean we can use that as an excuse.Your brain is constantly scanning your environment for threats, opportunities, and situations to advance your ability to promote your survival. And yet, while we are long past the days of worrying about being eaten by wildlife, the neurocircuitry responsible for these mechanisms is still hard-wired into our psychology and neural processing.A classic example of this is the formation of memories. Case in point: where were you on June 3rd, 2014? For most of you reading this article, your mind will go completely blank, which isn't necessarily bad.The brain is far too efficient to retain every detail about every event that happens in your life, mainly because many events that occur aren't always that important. The brain doesn't—and shouldn't—care what you ate for lunch three weeks ago or what color shirt you wore golfing last month. But for those of you who remember where you were on June 3rd, 2014, this date probably holds some sort of significance to you. Maybe it was a birthday or an anniversary. Perhaps it was the day your child was born. It could have even been a day where you lost someone special in your life.Regardless of the circumstance, the brain is highly stimulated through emotion and engagement, which is why memories are usually stored in these situations. When the brain's emotional centers become activated, the brain is far more likely to remember an event. And this is also true when intention and focus are applied to listening to a conversation. Utilizing these hard-wired primitive pathways of survival to optimize your communication in the workplace is a no-brainer—literally and figuratively.Intentional focus and concentrated efforts will pay off in the long run because you will retain more information and have an easier time recalling it down the road, making you look like a superstar in front of your colleagues and co-workers. Time to kiss those note-taking days away! Effective Communication Isn't Always Through Words While we typically associate communication with words and verbal affirmations, communication can come in all shapes and forms. In the Zoom meeting era we live in, it has become far more challenging to utilize and understand these other forms of language. And this is because they are typically easier to see when we are sitting face to face with the person we speak to.Body language can play a significant role in how our words and communication are interpreted, especially when there is a disconnection involved. When someone tells you one thing, yet their body language screams something completely different, it's challenging to let that go. Our brain immediately starts to search for more information and inevitably prompts us to follow up with questions that will provide greater clarity to the situation at hand. And in all reality, not saying something might be just as important as actually saying something.These commonly overlooked non-verbal communication choices can provide a plethora of information about the intentions, emotions, and motivations. We do this unconsciously, and it happens with every confrontation, conversation, and interaction we engage in. The magic lies in the utilization and active interpretation of these signals to improve your listening skills and your communication skills.Our brains were designed for interpreting our world, which is why we are so good at recognizing subtle nuances and underlying disconnect within our casual encounters. So, when we begin to notice conflicting messages between verbal and non-verbal communication, our brain takes us down a path of troubleshooting. Which messages are consistent with this theme over time? Which statements aren't aligning with what they're really trying to tell me? How should I interpret their words and body language?Suppose we want to break things down even further. In that case, one must understand that body language is usually a subconscious event, meaning that we rarely think about our body language. This happens because our brain's primary focus is to string together words and phrases for verbal communication, which usually requires a higher level of processing. This doesn't mean that body language will always tell the truth, but it does provide clues to help us weigh information, which can be pretty beneficial in the long run.Actively interpreting body language can provide you with an edge in your communication skills. It can also be used as a tool to connect with the individual you are speaking to. This process is deeply ingrained into our human fabric and utilizes similar methods babies use while learning new skills from their parents' traits during the early years of development.Mirroring a person's posture or stance can create a subtle bond, facilitating a sense of feeling like one another. This process is triggered via the activation of specific brain regions through the stimulation of specialized neurons called mirror neurons. These particular neurons become activated while watching an individual engage in an activity or task, facilitating learning, queuing, and understanding. They also allow the person watching an action to become more efficient at physically executing the action, creating changes in the brain, and altering the overall structure of the brain to enhance output for that chosen activity.Listening with intention can make you understand your colleague, and when paired together with mirroring body language, you can make your colleague feel like you two are alike. This simple trick can facilitate a greater bond of understanding and communication within all aspects of the conversation. Eliminate All Distractions, Once and for All As Jim Rohn says, "What is easy to do is also easy not to do." And this is an underlying principle that will carry through in all aspects of communication. Distractions are a surefire way to ensure a lack of understanding or interpretation of a conversation, which in turn, will create inefficiencies and a poor foundation for communication. This should come as no surprise, especially in this day in age where people are constantly distracted by social media, text messaging, and endlessly checking their emails. We're stuck in a cultural norm that has hijacked our love for the addictive dopamine rush and altered our ability to truly focus our efforts on the task at hand. And these distractions aren't just distractions for the time they're being used. They use up coveted brainpower and central processes that secondarily delay our ability to get back on track.Gloria Mark, a researcher at UC Irvine, discovered that it takes an average of 23 minutes and 15 seconds for our brains to reach their peak state of focus after an interruption. Yes, you read that correctly—distractions are costly, error-prone, and yield little to no benefit outside of a bump to the ego when receiving a new like on your social media profile.Meetings should implement a no-phone policy, video conference calls should be set on their own browser with no other tabs open, and all updates, notifications, and email prompt should be immediately turned off, if possible, to eliminate all distractions during a meeting.These are just a few examples of how we can optimize our environment to facilitate the highest levels of communication within the workplace. Actions Speak Louder Than Words Effective communication in the workplace doesn't have to be challenging, but it does have to be intentional. Knowledge can only take us so far, but once again, knowing something is very different than putting it into action.Just like riding a bike, the more often you do it, the easier it becomes. Master communicators are phenomenal listeners, which allows them to be effective communicators in the workplace and in life. If you genuinely want to own your communication, you must implement this information today and learn how to improve your listening skills. Choose your words carefully, listen intently, and most of all, be present in the moment—because that's what master communicators do, and you can do it, too! More Tips Improving Listening SkillsFeatured photo credit: Mailchimp via unsplash.com Imagine this: You are teaching English to a group of Spanish speakers, but you don't speak Spanish. The group is having difficulty understanding the present perfect tense. What can you do? Well, traditionally most of us have done our best to explain things in simple English and provide numerous examples. There's nothing wrong with this approach. However, as many Spanish-speaking English teachers probably know, it can be helpful to quickly explain the concept in Spanish. Then the lesson can turn back to English. Instead of spending fifteen minutes trying to explain the present perfect in English, a one-minute explanation has done the trick. Still, if you don't speak Spanish - or any other language that your students speak - what's a teacher to do? Enter Google Translate. Google Translate offers the most powerful, free online translation tools available. This English teaching article focuses on using Google Translate to help out in difficult situations, as well as provide ideas on how to use Google Translate in class in lesson plans. Google Translate offers four main tool areas: Translation Translated Search Translator Toolkit Tools and Resources In this article, I'll discuss how to use the first two: Google Translate - Translation, and Google Translate - Translated Search in class. This is the most traditional tool. Enter text or any URL and Google Translate will provide a translation from English to your target language. Google Translate provides translation in 52 languages, so you'll probably find what you need. Google Translate translations are not perfect, but they are getting better all the time (more about this later). Have students write short texts in English, and translate them into their original language. Using Google Translate for translation can help students catch grammatical errors by spotting these errors in the translations. Use authentic resources, but provide the URL and have students translate the original into their target language. This will help out when it comes to difficult vocabulary. Make sure that students use Google Translate only after they have first read the article in English. For beginners, ask students to first write short texts in their mother tongue. Have them translate into English and ask them to tweak the translation. Provide your own short text and let Google Translate into the class' target language(s). Ask students to read the translation and then try to come up with the English original text. If all else fails, use Google Translate as a bilingual dictionary. Google Translate also provides a translated search function. This tool is extremely powerful for finding accompanying content to help students take advantage of authentic materials in English. Google Translate provides this translated search as a way to find pages written in another language that focus on the search term you provided in English. In other words, if we're working on business presentation styles, using Google Translate translated search I can provide some background materials in Spanish or any other language. When stuck on a grammar point, search on the grammar term to provide explanations in learners' mother tongue(s). Use as a means to provide the context in learners' mother tongue(s). This is especially useful if students aren't familiar with the topic area. They can become familiar with some of the ideas in their own language as well as in English to help strengthen the learning experience. Use translated search to find pages on a particular topic. Cut and paste a few paragraphs out, have students then translate the text into English. Google Translate translated search is fantastic for group projects. Often you'll find students don't have ideas, or are not sure where to begin. Sometimes, this is due to the fact that they aren't too familiar with the subject in English. Let them use translated search to get them started.

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