**Year 7**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Explanatory Writing model**

**Read this extract from an article on how to improve your ability to listen carefully then highlight 1) the topic sentence of each paragraph, 2) features of explanatory text**

The sage who said, ‘The only reason we listen is because we know we get to talk next,' made a valid point. The ability to listen carefully, however, is one of the most Important elements to a successful career. A. G. Lafiey, CEO of Procter & Gamble for 9 years, was once asked, What is the key to your success?’ by a new employee. He responded by saying '1thinkIam a good listener.’

We are so easily distracted as we respond to our phones, emails or text messages that we miss what people are saying. We must find ways to pay attention. A good way is to improve your listening skills. Here are some tips on doing so.

Pause before giving a response. Just a three-second pause will encourage the person talking to give you more information or give you time to prepare a concise and relevant answer in response. Practise a count to three to get in the habit of pausing before giving feedback.

Listen to ask questions. Even if you don’t get to ask the question, just thinking of a question will motivate you to process the Information and stay connected to the person talking. The person who talks a lot dominates a conversation, but the person who asks questions controls the conversation.

As you listen, contrast the time you spend listening versus talking. A President of the United States, Lyndon Johnson, had a sign on his office wall that read, \*You ain’t learning nothing when you are talking.’ Listen more than you talk.

Listen non-judgementaliy. As you listen, don’t allow your emotions to interfere. Stick with the comprehension of the message and not how you foel about the message. When you listen emotionally, you may begin mentally to refute even while the talker is still giving you important information.

Finally, look like you are paying attention: lean forward, make eye contact and sound encouraging. Use feedback words, such as \*oh’ and tell me more\* with an upward pitch to your voice to encourage more information.