



ESL4WORK Inc.



Listen to This: Active Listening at Work

This engaging course develops active listening skills at work to understand the 'gist' or main idea in daily conversations. This training includes note taking, key phrases, listening for word stress and intonation, telephone conversations, and audio transcriptions. Students will also learn how to listen and translate colloquial words, idioms, humor, reductions and phrasal verbs while decreasing the need for grammar translation.

LESSON TOPIC LIST

1. Note taking
2. Listening for the 'gist' or main idea
3. Identifying tone, purpose, attitudes, and emotions of Canadian speakers
4. Implementing active listening strategies
5. Understanding discussions on current events
6. Comprehending meetings and extracting detailed information
7. Following detailed step-by-step work instructions
8. Assessing a person's opinion and understanding the logic behind it
9. Summarizing an argument and paraphrasing
10. Listening for word stress, intonation, and reductions
11. Active listening for idioms, humor, and colloquial language
12. Dictations and reproducing audio transcripts
13. Identifying formal and informal language
14. Recognizing implied or inferred meaning in spoken language
15. Following Canadian conversations at a manageable rate
16. Recalling key facts or details in short conversations about work-related topics
17. Understanding phone conversations that occur at work
18. Predicting outcomes and developing vocabulary
19. Listening for facts vs. opinions