

# LISTENING

Listening is one of the four basic means of communication. The others are speaking, writing and reading.

It is estimated that a top executive spends 50-60 percent of his total time listening, yet unless he has specific training in listening techniques, his efficiency in this skill is only 25 percent, although tests have shown that we can listen at a rate of a speaker's delivery, without any significant loss in comprehension

## What can a person do to improve his listening ability?

He can begin by avoiding the following habits that are most characteristic of bad listeners. These habits are contrasted below with effective listening habits developed by the good listener.

1. The poor listener spends thought time criticizing the speaker's personal habits and delivery; the effective listener realizes that the message is ten times more important than the manner in which it is delivered.
2. Many poor listeners become overstimulated emotionally about what the speaker is saying and begin thinking about arguments against specific points; the effective listener maintains control and concentrates on the speaker's points.
3. The poor listener tends to listen for the facts; the effective listener listens for ideas upon which he can tread facts.
4. The poor listener holds a rigid outline in taking notes and takes down as much word for word as he can; the effective listener is flexible in note-taking style and puts down the main ideas.
5. The poor listener fakes attention; the effective listener pays attention.
6. The poor listener has very low tolerance for distraction (such as outside noise); the effective listener is able to concentrate despite distractions.

## HE'S GOT YOUR BACK

Hannah Brooks, Boston USA

Everywhere you go - Someone's holding you; Everywhere you turn - Someone's leading you; You're never alone - HE'S GOT YOUR BACK. heaven and earth has you shaded, covered, hidden in such a way that nothing in this world can take you from the centre of His mighty hand.

Every ditch you fall into - He will show you the way out; Every painful wound - He'll mend to make it brand new; You're never defeated; HE'S GOT YOUR BACK. Always, always remember - SOMEONE'S GOT YOUR BACK!!

Every situation that could ever happen to you - He knew, He saw, He can do something about it; The mighty God of

## WOMEN ON THE MOVE

Proverbs 22:29 say "Seest thou a man diligent in his business? He shall stand before Kings; he shall not stand before mean men. We have been having some good times in the Lord. Challenges and setbacks yes but we are not discouraged we just what to go on. Women's Conference in April was very good. The presence of the Lord was with us from the beginning to the end. On Sunday He tabernacled with us and we could feel His presence.

Since then we have had Special Sabbaths at Old Harbour, Heatease, Heathfield, Snow Hill, Chisolm Avenue and we will be at Palmers Cross on October 25, 2003. We are also represented at the Women of Destiny Conference in New Jersey and the 4th Women's Fellowship Retreat in Grand Cayman. We are growing together and have been strengthened by each others' prayers.

Let us therefore be diligent about the business of the Women's Fellowship so that we will be able to strengthen and encourage each other for the task to which we are committed.