

**COMMUNICATE -
Program Theme, 1995-96**

Are
You a
Good
Listener?



Effective listening skills can make you more efficient and productive, and help you communicate more effectively. Here's a short quiz to determine how effective a listener you are.

Rate yourself on each of the following listening characteristics using this scale:

- Always - 4
- Usually - 3
- Rarely - 2
- Never - 1

1. Do I allow the speaker to express his or her complete thoughts without interrupting?
2. Do I listen "between the lines," especially when conversing with people who use hidden meanings?
3. Do I actively try to develop retention ability for important factors?
4. In recording a message, do I concentrate on getting down the major facts and key phrases?
5. Do I repeat essential details of an interview to the speaker - to ensure correct understanding?
6. Do I avoid becoming hostile or excited when a speaker's views differ from mine?
7. Do I tune out distractions when listening?
8. Do I make an effort to show interest in the other person's conversation?

Scoring:

- 26 or more:** You're an excellent listener.
- 22 to 25:** You're better than average.
- 18 to 21:** There's room for improvement.
- 17 or less:** You're not an effective listener.

Source: *Communications Briefings, June, 1990.*

Maple Ridge WI Airs Their Views



The Maple Ridge Branch undertook a new approach to heighten public awareness of the Women's Institute. Following a program highlighting video planning, camcording techniques and hands-on experience, the Branch decided to make their own promotional video. Beside providing a broadening experience for members, the goal of producing the video was to sketch the background of the WI, highlight the impact their Branch has had in the community, and expose the wonderful opportunities available to members. The ten-minute promotion has been aired on local cablevision and at an Agriculture Awareness event.

Muriel Van de Bogart (left), Public Relations Officer, and Rowena Raycroft (right), President, are pictured above showing the promotion video as part of a Napanee mall exhibit.

Janet Hayley is the Public Relations Officer for the Maple Ridge Women's Institute in the Lennox-Addington District.

FWIO

Short Stories

The Executive of the Federated Women's Institutes of Ontario have proposed that a book of short stories be published. The following guidelines apply:

- ◆ the purpose of the book is to collect and preserve stories entered in previous Women's Institute competitions
- ◆ all winning stories will be published
- ◆ additional stories will be included at the discretion of the committee
- ◆ new stories may also be considered
- ◆ the length of the story should be between 800 and 1200 words

- ◆ submissions should be typed, if possible
- ◆ stories must be identified by author, Branch, District and Area
- ◆ stories should be submitted by August 31, 1995, through your Board Director or sent directly to the FWIO Office and addressed to the Unity Convener
- ◆ a release form must be signed
- ◆ tentative publication date is March, 1996

Note: If you have won a prize for an essay written for a Women's Institute competition, please forward it providing information on the date and competition.

