

How to be a Better Listener Storyboard (Powtoons)

Target Audience: Users who need guidance in listening etiquette

Seat time: 1-2 minutes

Learning Outcomes (LOs):

1. Explain why active listening is important.
2. Describe ways to become a better listener.

Outline:

- Welcome
- Statistics about listening vs. Retaining
- Roadblocks to listening
- 4 ways to become a better listener
- Recap

Notes for Reviewers:

- Please focus on accuracy and completeness of the content during this review cycle.
- Please do not edit the content in this storyboard, but instead make any notes in the notes section for each slide.

Scene	On-Screen Text	Visuals	Functionality
Scene 1 Welcome	Hi! Are you ready to become a better listener?	Female character	Character appears on the right at start.. Text scrolls in on the left.
Reviewer Notes:			

Scene	On-Screen Text	Visuals	Functionality
Scene 2 Statistics	60% of communicating is time we spend listening However, we only retain 25% of what we hear.	Ear icon Head/brain icon	Ear icon flies in with first statistic. Head/brain icon flies in with second statistic.
Reviewer Notes:			
Scene	On-Screen Text	Visuals	Functionality
Scene 3 Roadblocks to listening	We are impatient and desensitized.	Office setting (Table, presenter, whiteboard) Character Asleep Character texting	Office setting and characters appear at start. Text scrolls in
Reviewer Notes:			
Scene	On-Screen Text	Visuals	Functionality
Scene 4 4 ways	Here are 4 ways to listen consciously to live fully.	N/A	Text appears on screen. <i>Listen</i> and <i>live</i> stand out in different color.
Reviewer Notes:			
Scene	On-Screen Text	Visuals	Functionality
Scene 5	#1 Receive	One male and one	#1 <i>Receive</i> and characters

Receive	Make an effort to pay attention.	female character facing eachother.	<p>appears at start.</p> <p>Male character talking pose and Female character thinking pose appear at start.</p> <p>Zoom in on characters when <i>Make an effort to pay attention</i> appears.</p>
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Reviewer Notes:

Scene	On-Screen Text	Visuals	Functionality
Scene 6 Appreciate	#2 Appreciate Use appropriate facial expressions, body language, and signs of acknowledgement.	One male and one female character facing eachother.	<p>#2 <i>Appreciate</i> appears at start.</p> <p>Characters appear at start. Male character talking pose.</p> <p>Female character agreeing pose at start, then switch to laughing pose.</p>

Reviewer Notes:

Scene	On-Screen Text	Visuals	Functionality
Scene 7 Summarize	#3 Summarize Repeat what you heard to demonstrate understanding	Two male characters facing eachother.	<p>#3 <i>Summarize</i> appears at start</p> <p>Two male characters appear</p>

			at start. One explaining pose. One thinking pose. Switch poses when <i>Repeat what you hear...</i> appears.
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Reviewer Notes:

Scene	On-Screen Text	Visuals	Functionality
Scene 8 Ask Questions	#4 Ask Questions Follow up to clarify or learn more information.	Two female characters facing each other. Question mark	#4 Ask Questions appears at start Characters appear at start. One explaining pose. One confused pose. Question mark symbol appears above confused character's head.

Reviewer Notes:

Scene	On-Screen Text	Visuals	Functionality
Scene 9 Review	Remember Receive Appreciate Repeat Ask Questions	Pen R A S A	Pen flies in to the side at start. Words scroll in on separate rows, highlighting the acronym RASA at the beginning of each word.

Reviewer Notes:

Scene	On-Screen Text	Visuals	Functionality
Scene 10 Goodbye	Great! With these tips, you are now on your way to becoming a better listener.	Same character from welcome screen	Character appears at start, clapping pose Words scroll in
Reviewer Notes:			