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The average person spends about three times as much time listening as reading, yet instruction in listening is rare. Skill in listening, just like any other skill, is a matter of training. Studies have shown also that the development of better listening skills leads to improved academic performance.

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The major difficulty in listening is the tremendous speed at which people can think. The average talking speed is about 125 words per minute, but it has been estimated that our thoughts can cover as much as 60,000 words per minute.

wander when we are listening. To stop our minds from wandering, we should always concentrate on asking ourselves questions connected with the topic being communicated(

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1. External Factors

- o Poor physical environmentÑ excessive heat or cold, intruding noises, distracting movements, overcrowded rooms
- o The speakerÕs techniqueÑ gestures or mannerisms which distract or annoy; poor enunciation or pronunciation; poor voice control; wrong tone, pitch, or volume
- o The speakerÕs messageÑ content or vocabulary too easy or too difficult

2. The Listener