

## Environmental Factors that Affect Communication

The environment can be a barrier to effective communication. It is important to learn how to improve your listening environment.

The most common environmental factors that affect communication are:

### Visual Factors

Lighting	poor lighting conditions light should be on the talker's face
Distractions	interfering objects "visual noise"
Distance	no further than 6 feet from the talker
Talker's Face	face/mouth should not be covered head movements should be well-lit no eating, chewing, smoking moustaches and/or beards
Viewing Angle	best to be seated in front of the talker
Vision	use of corrective lenses if needed

### Auditory Factors

Noise	air conditioners, fans, TV, radio, other talkers, etc.
Distance	no further than 6 feet from the talker
Echo	too many hard surfaces

### Individual Factors

Fatigue, illness, stress	make concentration difficult
Inadequate ventilation	makes concentration difficult
Attitude	can affect success or failure
Preparation	can affect success or failure
Situation	some situations are easier than others