

Types of Communication

Pros and Cons

Source: <https://www.youtube.com/watch?v=KS2mBGny1Hc&spfreload=1>

... implies communication through mouth, i.e. face to face communication.

Advantages

- More effective
- Speedy and economical
- Immediate feedback
- More transparent

Disadvantages

- Fear of distortion of message
- No permanent records
- Unsuitable for lengthy communication
- Emotional barriers
- Spontaneous response not well thought

WRITTEN COMMUNICATION

... involves any type of interaction that makes use of the written word.

WRITTEN COMMUNICATION

Advantages

- More precise and explicit
- Permanent words
- Less distortion of message
- Emotional barriers avoided
- Suitable for lengthy communication

Disadvantages

- Costly
- Need not clear doubts
- Time-consuming
- Feedback is not immediate

NON-VERBAL COMMUNICATION

... is usually understood as the process of communication through sending and receiving wordless messages between people.

NON-VERBAL COMMUNICATION

Advantages

- It helps people who are not really conversant in language to express
- It adds to the effect of conversation
- It is a very fast way to transfer message

Disadvantages

- Chances of misinterpretation
- It cannot be verified
- There may be regional or cultural variations