Analyze the sentence to advantages, disadvantages or purposes of oral communication:

	Advantages	Disadvantages	Purposes
To reduce conflicts and solve problems			
A record of message may not be kept.			
Allows immediate feedback.			
Face-to-face meetings are not always possible.			
Allow you to give same messages to many people at the same time.			
To motivate people			
In a meeting, some people may not listened.			

LIVEWORKSHEETS