

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 <u>listened</u> .              |            |               |          |