# Disadvantages of written communication

The limitations and disadvantages of written communication are given below.

Expensive

Time consuming

Useless for illiterate person

Difficult to maintain secrecy

Lack of flexibility

Delay in response

Delay in decision making

Cost in record keeping

Complex words

Lack of direct relation

# **Written Communication Advantages And Disadvantages**

**Tobias Bleicker** 

#### Written Communication Advantages And Disadvantages:

Advantages and Disadvantages of Oral/Verbal Communication and Written Communication Teddy Kimathi, 2014-09-03 Pre University Paper from the year 2006 in the subject Communications Interpersonal Communication Kenva Methodist University course Communications language English abstract This paper entails the positive and negative characteristics and nature of oral or verbal communication and written communication. The purpose of the study is to leave the readers to judge which of the two communication types are the best or whether they are both equally important **Oswaal ISC Ouestion** Bank Class 12 Business Studies | Chapterwise and Topicwise | Solved Papers | For Board Exams 2025 Oswaal Editorial Board, 2024-03-12 Description of the Product 100% Updated with Latest 2025 Syllabus Fully Solved Board Specimen Paper Timed Revision with Topic wise Revision Notes Smart Mind Maps Extensive Practice with 1500 Questions Self Assessment Papers Concept Clarity with 1000 Concepts Concept Videos 100% Exam Readiness with Previous Years Exam Ouestion MCOs Business Communication M. K. Sehgal, 2008 Communication is the lifeblood of every business organization This book on Business Communication aims to bring about the relevance importance of communication in business It highlights the different types of formal and informal communication taking place in an organization Various forms of written and oral communication including letters memos orders interviews group discussions meetings etc have been discussed in detail Besides the importance of non verbal communication has also been elucidated Effort has been made to keep the text simple and comprehensible including a lot of examples and case studies Students exercise at the end of every chapter has been added to inculcate interest in readers for higher and deeper learning There is comprehensive coverage of all topics on Business Communication prescribed for study for the students of Commerce Management Hotel Management and MCA etc This book is not only helpful for the students of Business Communication but is also a helpful guide to those who want to improve their communication skills Management Concept And Organisational Behaviour Sanjay Gupta, 2023-11-08 1 Management Meaning Characteristics and Functional Area 2 Management Nature Principles Levels and Limitations 3 Functions of Management and Managerial Roles 4 School of Management Thought 5 Planning Concept Types and Importance 6 Organisation Meaning Concept Nature Process Principles and Significance 7 Organisation Structure and Forms of Organisation 8 Authority Responsibility and Delegation of Authority 9 Centralisation and Decentralisation 10 Staffing 11 Directing Direction Meaning Characteristics Function Importance Principles and Techniques 12 Co ordination Meaning and Nature 13 Managerial Control 14 Organisational Behaviour Concept Definition Charac teristics Significance Relationship between Management and Organisational Behaviour 15 Emergence of Ethical Perspective in Management 16 Attitudes 17 Perception 18 Learning 19 Personality 20 Transactional Analysis 21 Motivation 22 Group Dynamics 23 Leadership 24 Organisational Conflicts 25 Communication 26 Organisational Development or O D 27 Management of Change Entrepreneurship Dr. S. K. Singh, Sanjay Gupta, 2016-12-28 The eBooks is authored by proficient Teachers and Professors Management Concepts-SBPD Publications Sanjay Gupta, "Jay Bansal, 2022-05-10 1 Management Meaning Characteristics Concept and Scope 2 Management Nature Principles Levels and Limitations 3 Functions of Management and Managerial Roles 4 Authority and Delegation of Authority 5 Departmentation 6 Management by Objectives M B O 7 Evolution of Management Thought 8 Planning 9 Types of Plans and Strategic Planning 10 Nature and Process of Organisation 11 Organisation Structure and Forms of Organisation 12 Staffing 13 Direction Concept and Techniques 14 Leading and Leadership 15 Co ordination Meaning and Nature 16 Communication 17 Managerial Control 18 Techniques of Control 19 Functional Areas of Management Production 20 Functional Area Financial Management 21 Functional Area Human Resource Management HRD 22 Functional Area Marketing Nature Scope and Importance 23 Management Information System MIS 24 Concept of Decision Making and Role of Functional Information System Business Communication,

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