

3) Written Communication:-

Exchange of message in written or printed form is known as written communication.

This type of communication take place in different way such as letter memo reports, notice & circular, magazines etc.

Disadvantage of written communication

1) Time Consuming: It is difficult to maintain secrecy about a written message as it can be read sometime even by unauthorised persons.

2) Lack of Secrecy: It is difficult to maintain about a written message as it can be read sometime even by unauthorised person.

3) Expensive: Written communication is an expensive way of communication as expenditure is increased on ink, paper, typing remuneration, for the person preparing the message and postage charges.

4) Lack flexibility: Written communication lack flexibility as clarification and adjustment can not be made at