**Advantages and Disadvantages of Written Communication**

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Undoubtedly there are many more advantages of written communication but, there are some disadvantages too. [Authoritative Document](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Authoritative_Document)

* + [Easily understanding](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Easily_understanding)
	+ [Acceptability](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Acceptability)
	+ [Effectiveness](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Effectiveness)
	+ [Permanent record](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Permanent_record)
	+ [Reduction of Risk](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Reduction_of_Risk)
	+ [Less possibility of Distortion](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Less_possibility_of_Distortion)
	+ [Alternative Method](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Alternative_Method)
	+ [Delegation of Authority](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Delegation_of_Authority)
	+ [Effective control](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Effective_control)
	+ [Personal Image](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Personal_Image)
	+ [Wide Access](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Wide_Access)
* [Disadvantages of written communication](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Disadvantages_of_written_communication)
	+ [Lack of secrecy](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Lack_of_secrecy)
	+ [Expensive](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Expensive)
	+ [Wastage of time](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Wastage_of_time)
	+ [Late Feedback](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Late_Feedback)
	+ [Lack of Direct Relations](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Lack_of_Direct_Relations)
	+ [Lack of flexibility](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Lack_of_flexibility)
	+ [Red-tapism](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Red-tapism)
	+ [Useless for the illiterate](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Useless_for_the_illiterate)
	+ [Cost of filing and indexing](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Cost_of_filing_and_indexing)
	+ [Flattery and Inflated information](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Flattery_and_Inflated_information)
	+ [Delayed correction](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Delayed_correction)
	+ [Complexity and sluggishness](https://www.businesscommunicationarticles.com/advantages-and-disadvantages-of-written-communication/#Complexity_and_sluggishness)

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