

Advantages and disadvantages of several types of communication tools.

1. In-person communication

a. Advantage

b. Disadvantage

2. Printed communication

a. Advantage

b. Disadvantage

3. E-mail

a. Advantage

b. Disadvantage

Advantages and disadvantages of several types of communication tools for facilitator:**1. In-person communication:**

- Advantage: In-person communication has the advantage that it is personal, direct and conducive to two-way communication. It allows for the discussion of sensitive issues that require more subtlety.
- Disadvantage: Must be physically present in one location and a time consuming form of communication. People involved may not be honest in their communications because they cannot be anonymous.

2. Printed Communication:

- Advantages: Print communication is an easy way to communicate a large amount of information. It is long lasting communication that people can access whenever they are in the care facility.
- Disadvantages: Communication in print can be costly. It can be simply discarded, if it is even picked it up in the first place. Preparing print material can be a lengthy process.

3. E-mail:

- Advantages: It is fast, cheap and it allows users to reach out to a large amount of people in a short time period.
- Disadvantages: Not everybody has regular access to e-mail. Information overload increases the chance that communication will be missed by the one you intended to reach.