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Oral Communication



MS. SUHA JAWABREH

LECTURE # 3

Outline

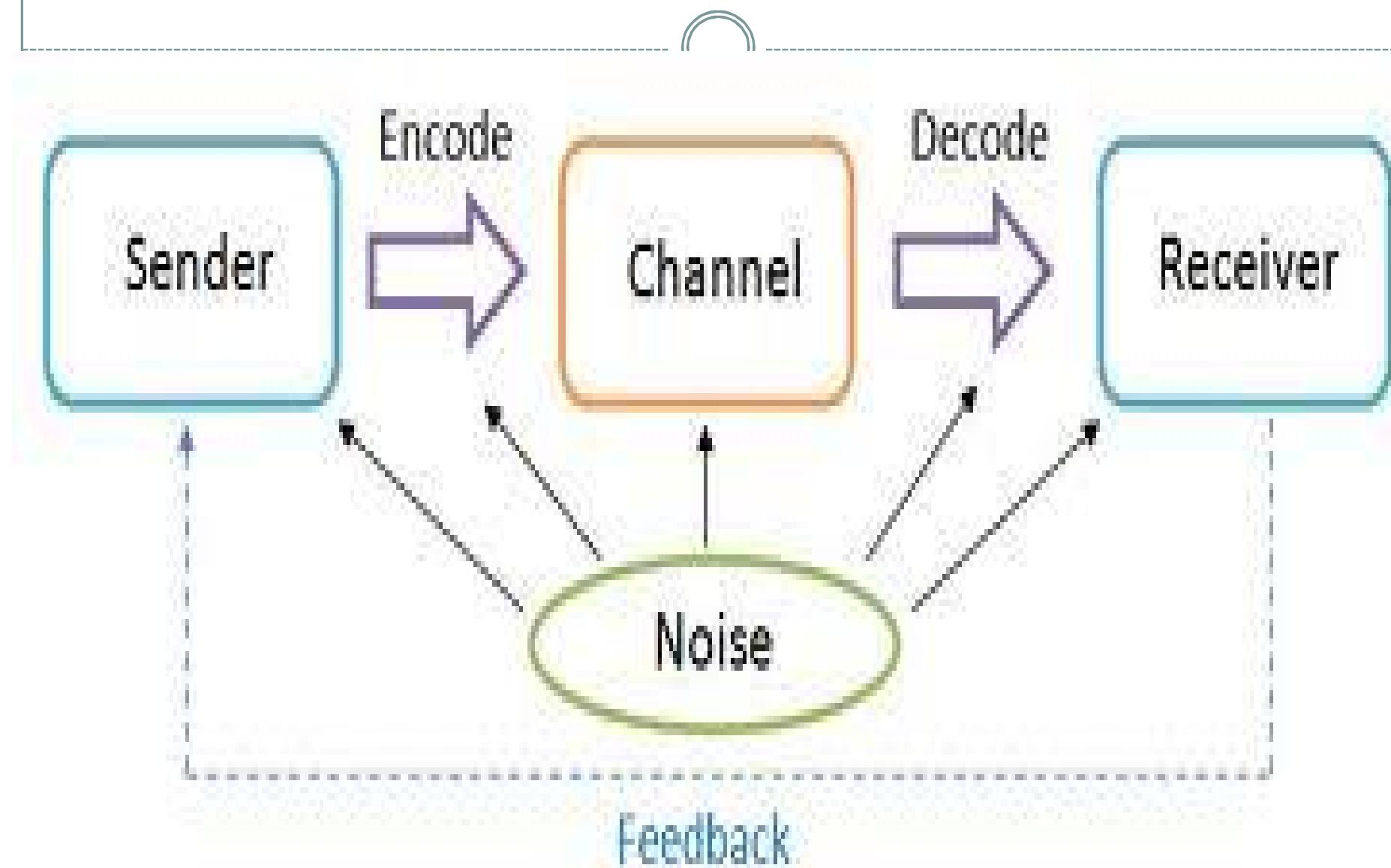


1. Review
2. Advantages of oral communication.
3. Disadvantages of oral communication
4. Speaking activity # 3

Review # 1

1. What is oral communication?
2. What are forms of oral communication?
3. Why is oral communication important?
4. Explain the communication process in your own words.
5. What is the critical factor in measuring the effectiveness of communication?
6. List the barriers to effective communication.
6. How can we achieve effective communication?

Communication Model



Advantages of Oral Communication

1. Time-saving

When the action is required to be taken immediately, it is best to transmit the message orally.

2. Cost saving

When communication is completed orally, it doesn't need paper, pen, stamp or computer. Therefore, it saves money.

3. More powerful

Speech is a more powerful means of persuasion and control.

4. Effectiveness

With the help of variations in the tone, pitch and intensity of voice, the speaker can convey shades of meaning.



5. Immediate feedback

The speaker can get immediate feedback .

6. More suitable

The receiver gets an opportunity for feedback and clarification.

7. A relationship develops.

Oral communication promotes friendly relations.

8. Flexibility

Oral instructions can be changed easily.

9. Easiness

Oral communication needs little preparation to send a message.



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10. Informal communication

Oral communication does not need formalities needed in written communication.

Disadvantages of Oral Communication

1. No record

In oral communication, messages are difficult to record, so it is impossible to preserve the message for future.

2. Inaccuracy

There is a possibility of inaccurate messages to reach the destination.

3. Limited use

Oral communication is not suitable for lengthy messages. It should be used for short message.

4. Confused speech

Sometimes the receiver fails to understand the meaning of a message due to habitual productions of the speaker.

5. No legal validity

oral messages are not taped, so it can be denied easily if the situation goes against the speaker.



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6. Less important

Written communication is taken more seriously.

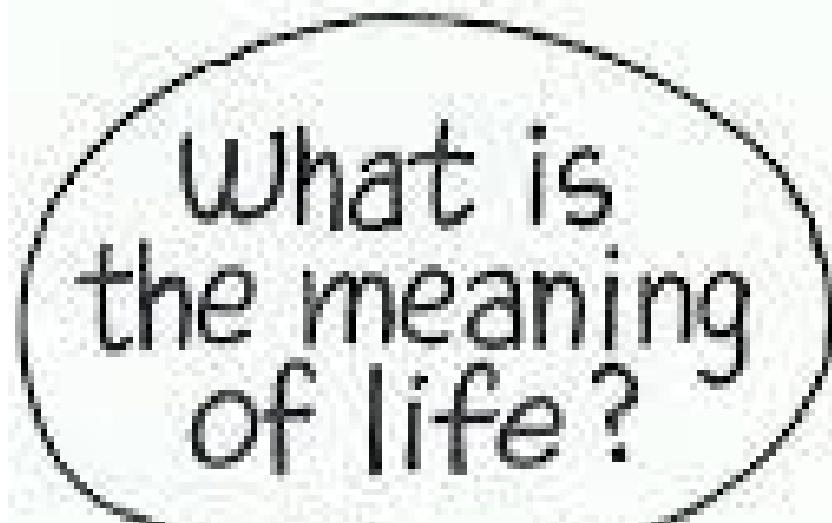
Speaking Activity # 3



How would you describe and analyze this cartoon ?

- In this speaking activity, students are required to choose one cartoon and then describe and analyze it.
- Each student has one minute to speak.

Cartoon # 1

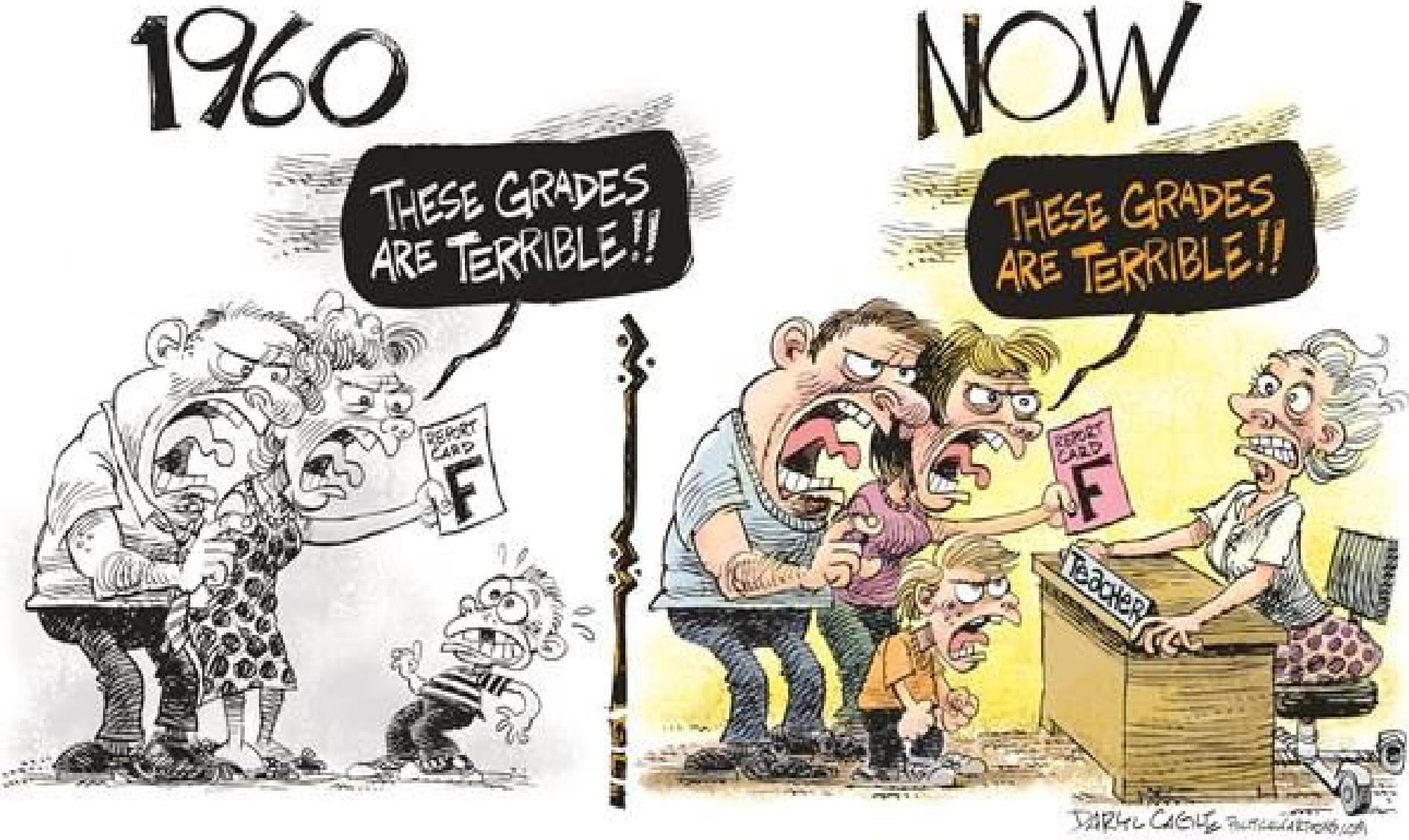


What is
the meaning
of life?

I don't know.
The computers
are down.



Cartoon # 2





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Cartoon # 3

