

# Verbal vs Written Communication Examples

Certainly, here's a table illustrating examples of verbal and written communication:

Aspect	Verbal Communication Examples	Written Communication Examples
Medium	Spoken words, face-to-face conversations, phone calls	Emails, letters, text messages, memos
Speed	Immediate, real-time interaction	Delayed, asynchronous communication
Documentation	Typically no written record	Creates a written record
Nonverbal Cues	Includes tone, body language, facial expressions	Lacks nonverbal cues
Formality	Can be formal or informal	Can range from formal to informal
Clarity and Precision	Relies on verbal skills and clarity in speech	Requires careful wording and proofreading
Permanence of Message	Less permanent, subject to memory and interpretation	More permanent, serves as a reference

Legal Contracts and Agreements	Often not legally binding	Often used for legal documentation
Examples	In-person meetings, speeches, conversations	Emails, reports, textbooks, notices

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