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1) How do we determine our choice for the form of communication?

Ans: Depending on the circumstances, what you have asked us to do! whether we use oral communication or written communication.

Ex: If the information contains a lot of content written communication (Using Gmail or taking notes) is best. Example: The manager and employee have a meeting about performance, either the manager should write a letter, memo or email following the meeting, or take notes and save them as a record.

Example 2:

2) State any two reasons for the limitation of speech:

Ans:

-> Closed and All-Knowing Minds: In our daily life experiences we we talk to different peoples and some of them are closed and all knowing mind. They believe that they know everything in regarding their field or subject. Their Mind refuse to recieve things from other person

.->Abstracting : To exclude means to omit important points from the whole message. But some people make the mistake of not understanding the message and start discussing the topic without knowing it.