

Q. 1. 3+4=7

- Q1 C) a) i) Warning is a statement telling us the probability of danger or serious harm.
- ii) The objective is to alert people of certain dangers and serious consequences.
- iii) Warning can also serve as a notice indicating that certain acts can be considered as criminal behaviour.
- iv) It is a form of notice
- WARNING - AUTHORIZED ENTRY ONLY
- b) i) Caution indicates that a person be careful and vigilant while performing a certain act.
- ii) Caution is used when a task needs carefulness and close attention.
- iii) Objective is to prevent an risk, harm or damage.
- iv) It is a form of an advice
- CAUTION - WET FLOOR

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- Q1 B) i) Grapevine communication can be described as a casual and unofficial communication system within the organization.
- ii) Grapevine communication enables information to be carried rapidly.
- iii) When a piece of information is found out or discovered by an employee, he passes the details to his other friends which further pass it on. Hence information is spread within no time.
- iv) It is also possible to quickly obtain reaction and feedback from subordinates.

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- v) Grapevine creates sense of unity among employees discussing views and opinions together. It develops cohesiveness.
- vi) It also serves an emotional supportive value.
- vii) It is also a substitute where formal communication is not possible.

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