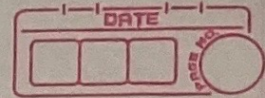


## Q.1. 5+3=8

Q-1 B)

- i) Grapevine channels carry information rapidly. As soon as an employee gets to know some confidential information, he becomes inquisitive & passes the detail then to his closet friend who in turn passes it to other. Thus, it spread hastily.
- ii) The managers get to know the reaction of their subordinates on their policies. Thus, the feedback obtained is quick compared to formal channel of communication.
- iii) The grapevine serves as an emotional supportive value.
- iv) The grapevine creates a sense of unity among the employees who share & discuss their views with each other.
- v) The grapevine is a supplement in those cases where formal communication does not work.





Q.1 c)  
~~Q.2~~

### Caution

A caution refers to an action displaying careful, prudent behavior.

The objective of a caution is to advise people to exercise careful behaviour & to pay close attention in order to minimize risk & damage.

A caution serves as an advice or action advocating that advice.

eg:

CAUTION: WET FLOOR

### Warning

A warning refers to a statement indicating impending danger, serious harm or misfortune.

In the case of a warning, the objective is to alert people to certain dangers & serious consequences. Thus, in law, a warning serves as a notice indicating that certain acts constitute criminal behaviour.

A warning serves as a form of notice.

eg:

WARNING:

UNAUTHORIZED ENTRY  
IS PROHIBITED