

Q1) Solve any 2 out of 3 questions.

Q.1. 4+3=7

B) Grapevine communications have drawbacks but it is still used and is prevalent in communications and organizations because

- ① It carries information rapidly. eg. As soon as employee gets to know some confidential information he passes the details to his friend and ~~it~~ in turn the friend passes it to another. Thus it spreads very fast.
- ② This communication gives an indirect feedback as ~~manag~~ managers get to know their employees reactions on their plans and policies.
- ③ Grapevine communication ~~supports~~^{serves} emotional supportive value.
- ④ Grapevine communication works in places where formal communication doesn't work.

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c) Difference between warning and caution

Warning

Caution

① A warning refers to a statement indicating impending dangers or ~~serious~~ serious harm.

① A caution refers to an action displaying careful, prudent behaviour.

② In case of warning the objective is to alert people to certain dangers and serious consequences. Thus in law, warning serves as a notice indicating that certain act constitute criminal behaviour.

② The objective of caution is to advise people to exercise careful behaviour and to pay close attention to an order to minimize risk and damage.

③ Warning indicates a major hazard.

③ Caution indicates minor hazard.

④ Warning signs ~~are~~ have red or yellow background.

④ Caution signs have yellow background.