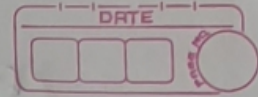


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Q.1. $3+4=7$

Q.1
c.

Cautions.

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

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

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

Warning

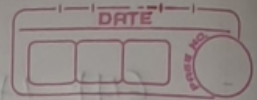
A Warning refers to a statement indicating impending danger, serious harm or misfortune.

In case of a warning, the objective is to alert people to certain dangers and 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.

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4. It indicates
a major hazard.

It indicates minor hazard.

5) Indicates a hazard that could cause major personal injury or substantial damage.

Indicates a hazard that could cause minor damage.

6) Appears on red background.

Appears on yellow background.

~~Ex~~

Warning: UNAUTHORIZED ENTRY IS PROHIBITED

Caution: WET FLOOR

3

Q.1.

B)

The grapevine communication is an informal way of communication to fortify the formal channels of communication. It is useful when formal/official channels cannot channelled in the communication.

* Following are the drawbacks of grape vine communication.

1.) The grapevine carries partial information at times as it is mainly based on rumours. Thus, it does not clearly depict the communication.

- 2.) As grapevine mainly promotes gossips and rumours, distorted message can demoralize the employees.
- 3.) Time waste: Grapevine communication may lead to wastage of time people enjoy gossip sessions.
4. Lacks credibility: Messages and information passed through grapevine lack credibility as people destroy the originality.
5. Lacks Responsibility: As grapevine communication is informal in nature the communication does not take responsibility of message.

II. a) Grapevine communication is still prevalent in most organization due to following reasons.

- 1.) It is effective to directly pass the message without any other source.
- 2.) No gadgets, paper, etc is required.
- 3.) It is easily understandable and is time saving.
- 4.) It is fruitful for the organization of the group activities.