

Q. 1B

Q. 1. 4+3=7

- 1) Grapevine channels carry information rapidly. As soon as an employee gets to know some confidential information, he becomes inquisitive and passes the details then to his closest friend who in turn passes it to another.
- 2) The managers get to know the reactions of their subordinates on their policies thus the feedback obtained is quick compared to formal channels of communication.
- 3) The grapevine serves as an emotional supportive value.
- 4) The grapevine creates a sense of unity among the employees who share and discuss the views with each other thus, grapevine helps in developing group cohesiveness.
- 5) Grapevine is a supplement in those cases where formal communication does not work.

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Q.1(c)

Caution

warning.

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

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

ii) 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.

In case of 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.

iii) A caution serves as an advice or action advocating that advice

A warning serves as a form of notice

iv) we hear or notice the term warning we automatically associate it with some kind of danger or harm

An opposed to warning which is noticed or statement caution refers to exercising a degree of care.

v) unauthorized entry is prohibited

WET floor

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