

Q1]

Q.1. 3+2=5

C]

Warning

Caution

1]

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

1]

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

2]

In the 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.

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 warning serves as a form of notice.

3]

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

Q1]

3

B]

Advantages of grapevine communication are :-

1]

Confidential - Since there is no written record, the communication can be completely confidential.

- 2] Time saving :- Oral communication requires no stationery, postage, typing or writing. Hence it saves time. For instance, if a superior calls a subordinate to his cabin to give oral instruction on the new policy, it would not take much time, as opposed to drafting written instructions.
- 3] Save money :- In oral communication, no money is wasted on pen, ink, paper and other stationery or on postage.
- 4] Modification possible :- It is possible to modify the message depending on the response of the receiver.
- 5] More effective :- In spoken communication, the words in the message are supported and enhanced by paralinguistic features and body language. This increases the effectiveness of the receiver.