

Q.1. 3+4=7

Date: 17/08/2021

Professional Communication
& Ethics - I

Seat no.: 4104343

Semester: 2, 'C' scheme,

Branch: EXTC

~~Ans~~

1/3

Ans. 1 c)

Caution

warning

- 1) A caution refers to an action displaying careful, prudent 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 caution serves as an advice or action advocating that advice.

1) 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 and serious consequences. Thus, in law, a warning serves a notice indicating that certain acts constitute criminal behaviour.

3) A warning serves as a form of notice.

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Ans. 1 B) Despite the drawbacks of grapevine communication, an organization can make efficient use of informal channels of communication. It acts as a valuable purpose in expressing certain information that cannot be channelled via official channels.

Despite its drawbacks, grapevine communication is still very prevalent in most organizations due to the following advantages:

- 1) Confidential - since there is no written record, the communication can be completely confidential.
- 2) Time saving - Grapevine channels carry information rapidly. As soon as an employee gets to know some confidential information, they get inquisitive and pass the details to their closest friend, who passes the information further.
- 3) Saves money : In oral communication no money is wasted on paper, ink.
- 4) 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.
- 5) The grapevines create a sense of unity among the employees who share and discuss their views with each other. It helps developing group cohesiveness.
- 6) It serves the emotional support value.