

Date
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Q.1. 3+4=7

Q.1.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 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.

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Q.1.B] Advantages of Grapevine Communication:-

- 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. Thus, it spread hastily.
- 2] The managers get to know the reactions of their subordinates on their policies. Thus, the feedback obtained is quick compared to formal channel of communication.
- 3] The grapevine serves as an emotional supportive value.
- 4] The grapevine is an supplement in those case where formal communication does not work.
- 5] The grapevine creates a sense of unity among the employees who share and discuss their views with each other. Thus, grapevine help in developing group cohesiveness.