

Q.1.B.

Q.1. $5+3=8$

Grapevine communication is very prevalent in most organizations because of the following reasons

1. Confidential: Since there is no written record, the communication can be completely confidential.
2. Rapid transmission: Grapevine channels carry information rapidly. As soon as an employee gets to know some confidential information, he passes the details then to other eager listeners who in turn passes it to others. This leads to an hasty & uncontrolled spread of information.
3. Informal Relations: Grapevine communication binds the people together in an organisation. Employees freely share their joys, sorrows & other emotions at the workplace.
4. Promotes team spirit: As employees can communicate outside the formal channels of communication, it enables them to form a cohesive team which benefits the organization.
5. Feedback: Grapevine is an informal way of communicating, people give their honest opinions fearlessly. Management can get true feedback about their policies and procedures and implement them in an employee friendly way.
6. The grapevine communication serves as an emotional supportive value.
7. The Grapevine communication is a supplement in those cases where formal communication does not work.

Q.1.C.

Warning

Caution

- 1) The dictionary defines the term warning as a "statement telling of or an indication providing evidence of danger, serious harm or misfortune." As opposed to warning, which is a notice or a statement, caution refers to "exercising a degree of care". This means a person exercises carefulness when performing a certain act.
- 2) In general, we think of a warning as a form of notice alerting us to some type of danger or serious threat. If the term caution is used, it is generally with respect to advising a person to be careful or vigilant.
- 3) A warning serves as a form of notice. A caution serves as an advice or action advocating that advice.
- 4) A warning refers to a statement indicating impending danger, serious harm or misfortune. A caution refers to an action displaying careful, prudent behaviour.
- 5) Example:
WARNING: UNAUTHORIZED ENTRY IS PROHIBITED. Example:
CAUTION: WET FLOOR