

Seat No: 4076457

Ar. uishal.

Q.1.

Q. 1. 4+4=8

b.

Ans. An organization can make efficient use of informal channels to fortify the formal channels of communication. It acts as a valuable purpose in expressing certain information that cannot be channelled via the official channels. The manager should organize fruitful group activities so as to enhance the self-worth of the employees and update their knowledge. The manager should keep an eye on rumour-mongers. He should tactfully identify the leaders, should be made partners in the decision making process. A tactful manager will keep the employees well informed so that they ~~must~~ may not spread rumours. The manager should try to get feedback on his style of functioning and work for continuous improvement. A manager must be a good empathic listener. This way the employees or the leaders will feel free to talk to him rather than indulge in rumour mongering. It satisfies the people's desires to identify what is happening in the organization and offers an opportunity to express joys, worries and complaints. Informal communication also facilitates to ameliorate managerial decisions as more people are involved in the process of decision-making.

Sent No: 4076457.

Ar. Nishal

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c.

Caution

Warning

1. A caution refers to an action displaying careful, prudent behavior.

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

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.

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.

3. Appears on a yellow background.

Appears on a red or yellow background.

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

A warning serves as a form of notice.

5. Example: Fire warning, Road safety warnings, etc.

Example: Electrical shock hazard, wet floor caution, etc.