

17/08/21

PCE - I

SEAT : 4076448

Q. 1. 3+4=7

Q.1B) Despite the drawbacks of grapevine communication, it is still prevalent in most organizations due to the following advantages-

- **Saves money:** In oral communication, no money is wasted on pen, paper ~~etc~~ and other stationery or on postage.
- **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 message.
- **Confidential:** The communication can be completely confidential because there is no written record.
- **Immediate feedback:** In oral communication, feedback is given immediately, either verbally or non-verbally.
- **The grapevine creates a sense of unity** among the employees who share and discuss their views with each other. And thus helps in developing group cohesiveness.

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Professional Communication
and Ethics - I

2020PE0662

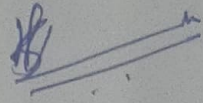
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WarningQ.1) Caution

- It refers to an action displaying careful, prudent behaviour.
- The objective of caution of a caution is to advise people to exercise careful behaviours and to pay close attention in order to minimize risk and damage.
- It acts as ~~ad~~ an advise or action advocating that advice.

Warning

- It refers to a statement indicating impending danger, serious harm or misfortune.
- The objective of a warning is to alert people to certain dangers and serious consequences. Thus, in law, a warning acts as a notice indicating that certain acts constitute criminal behaviours.
- A warning acts as a form of notice.



- eg: • Do not climb on or jump from dock
- eg: • Keep electrical panel clear at all times.

• Used to ~~warn~~ warn against unsafe practices where only personal injury is a risk.

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eg: • Hazardous materials storage area

eg: • Keep clear. Moving parts can cause serious injury or death

• Used when there is a risk of personal injury - not just property damage.