



Q.1. 3+2=5

B) Disadvantages

- Carries partial information ^{at times} as it is more based on rumours
- Lack of accountability unlike written messages.
- Since reference is not possible, a listener might misunderstand the ~~mess~~ message, which would lead to its distortion
- It has no legal value

It is still prevalent in most organizations as:

- It helps in creating a sense of unity amongst employees
- Helps in developing coherence in the group.
- It is a supplement in cases where formal communication does not work.
- It serves as an emotional supportive value.

3

- Go to Google Meet
- Click new meeting
- Select an option
 - Create a meeting for later
 - To share details of a future meeting with participants
 - To start the meeting, paste the link into a browser or enter the link into "Enter a code or link" field and then click 'Join'
 - Start



Sem 2
C Scheme
PCE
CSE

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2/3

C) Caution

- i) Caution refers to an action displaying careful, prudent behaviour
- ii) Its objective is to advise people to exercise careful behaviour and pay attention to minimise risk and damage
- iii) Caution serves as an ~~advice~~ advice or action advocating that advice

Warning

- i) Warning refers to a statement indicating impending danger, serious harm or misfortune.
- ii) Its objective is to alert ~~po~~ people about certain dangers and ~~a~~ serious consequences
- iii) A warning serves as a form of notice, indicating that certain acts constitute criminal behaviour