

Q1) c)

Q.1.3+2=5

Caution

- ① Caution refers to an action displaying careful behaviour.
- ② The objective of caution is to advise people to be careful and to pay attention to prevent any risks./danger/damage.
- ③ Serves as an advice.
- ④ Indicates minor hazard.

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Q1A) Permission letter.

Q1B Grapevine Communication is prevalent in most organisations because of the following advantages: -

- 1) Time saving: Oral communication does not require any tool to be used for communicating.
- 2) Any modification in the information passed can be made.

(1/2)

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3) We can get immediate feedback about the information passed. • Either verbally or non verbally. To Revathi

4) This method of communicating information is more effective because it involves emotions and body language.

5) The grapevine gives an emotional / personal connect between people who are communicating.

2

(2/2)