fE/Sem-II/ (-Scheme Professional Communication & Ethics TMAHAGURU PSONS Admission No: 2020PED401 Ar wishow. Seat No: 4076457 Q. 1. 4+4=8 0.1. 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 wilmour-mongers. He should tartfully identify the leaders should be made partners in the decision making process. A tartful 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. At manager must be a good empathic listener. This way the employees or the leaders will feel free to talk to him rather that indulge in rumour mongoring. It satisfies the people's desires to identify what is happening in the organization and offers an opertunity to express dreads, warries and complaints.

Informal communication also faciliates to ameliorate managerial decisions as more people are involved in the process of decision making.

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8.1.		
c.	Caution	warning.
	A. Hitelier Character	
251.	A caution refere to an	A warning refers to
No.	action displaying careful,	a statement indicating
7	prudent behavior .	danger, serious, harm
0337	Challe and a sent to the	or mistortune.
S Files	A STATE OF THE STA	
2.	The objective of a	In the case of warning
No Wells	caution is to advise	the objective is to
	people to exercise careful	alert people to certain
30	behaviour and to pay	dangers and serious
100	close attention in order	consequences. Thus, in
	to minimize risk and	law a warning serves
	damage.	as a notice indicating
	of the same	that certain acts
TO PARTY	Politica Lana Hara	constitute criminal
300	Sassillard House of the	behaviour.
1	State desire desired	and the said
3	Appears on a yellow	Appears on a red
	background.	or yellow background.
79	of the state of the state of	to the same of
4.	A caution is serves as	A warning serves
and the same	an advice or action	as a form of
	advocating that advice	
03	Deliner of the scalle of	the Collings was a series
5.	Example: Fire warning,	Example: Electrical
	Road safety warnings,	shock hazard, wet
1 34	etc.	floor caution, etc.
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