

## Q.1.3+4=7

I.C.

Caution

Warning

- A caution refers to an action displaying careful, prudent behaviour

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

- The objective of a caution is to advise people to exercise careful behaviour and to pay close attention in order to minimize risk & danger damage.

- In the case of a 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.

- A caution serves as an advice or action advocating flat advice

- A warning serves as a form of notice

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B. Grapevine communication is still very prevalent in most organisations because:

- Grapevine channels carry information rapidly. As soon as an employee gets to know some confidential information, he becomes inquisitive and passes the details, then to his closest friend who in turn passes it to another. Thus, it spreads hastily.
- The managers get to know the reaction of their subordinates on their policies. Thus, the feedback obtained is quick compared to formal channel of communication.
- The grapevine creates a sense of unity among the employees who share and discuss their views with each other. Thus, grapevine helps in developing group cohesiveness as
- The grapevine serves an emotional supportive value.
- The grapevine is a supplement in those cases where formal communication does not work.