


Date: 1/2

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Q.1-c)

Q1.3+4=7

Warning	Caution.
1) A warning refers to a statement indicating impending danger, serious harm or misfortune	A caution refers to an action displaying careful, prudent behavior
2) The objective of a <u>warning</u> , 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.	The objective of a caution is to advise people to exercise careful behaviour and to pay close attention in order to minimize risks and damage.
3) A warning serves as a form of notice.	A caution serves as an advice or action advocating that advice

Q.1.B)

→ The following are the disadvantages of grapevine communication.

- Information is less credible than formal channel.
- Does not carry complete information always
- It is rarely the whole truth, can hurt interest of organisation.

Despite these drawbacks grapevine communication is important because.

- Grapevine ~~chan~~ channels carry information rapidly. Thus feedback obtained is quick compared to formal channel of communication.
- Grapevine helps in developing group cohesiveness
- The grapevine serves as an emotional supportive value.
- The grapevine is a supplement in those cases where formal communication does not work.