

Q. 1. 4+5=9

Q1.C

Caution

- Caution refers to an action displaying careful, prudent behavior.
- Principle behind providing caution is to advise people to exercise careful behavior and pay close attention to reduce the ~~chance~~ risk and damage.
- A caution serves an advice or action advocating that advice.
- Eg. ① remove the covering of material before use.
② Fragile item inside - handle the item with care.
③ Hot surface.

Warning

- A warning refers to a statement indicating dangers impeding dangers, serious harm or misfortune.
- In the case of warning, the principle behind warning is to alert people to about the amplitude of dangers and serious consequences.
- A ~~not~~ warning serves as a ~~form notice~~ form of notice.
- Eg. ① Wire ~~cord~~ carries 230V current - do not touch.
② Battery contains ^{concentrated} acid - handle with care, it can cause serious burns.
③ Unauthorized entry is prohibited.

Rjiri

Q1-B. → Despite drawbacks of grapevine communication, it is very prevalent in many organizations because of the following reasons -

- ① ~~grapevine~~ Grapevine carry information faster. Information is passed on further by the ~~recipient~~ recipient in informal manner.
- ② The managers get to know the reaction of their subordinates on their policies. Thus, feedback is prompt and eases the job of higher ~~of~~ officials in taking further actions.
- ③ The grapevine creates a ~~sort~~ sense of unity among the employees which improves teamwork, as the ~~discuss~~ discuss their ~~own~~ view ^{with} ~~among~~ each other. This ~~creates~~ ^{regulate} good flow of horizontal communication.
- ④ Grapevine serves as an emotional supportive value. Gives everyone the opportunity to indulge more in the organization.
- ⑤ It is better option in cases where formal communication does not work.