

Date: 17/08/2021

Semester: II

Branch: IT

Seat: 4116875

Subject: PCE

Admission No: 2020PE0561

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Q.1. 4+3=7

18 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 rumour-mongers - He should tactfully identify the leaders and win their confidence. As far as possible, the employees through their leaders, should be made partners in decision-making process. A tactful manager will keep the employees well informed so that they may not spread rumours. The manager should try to get feedback on his style of functioning & work for continuous improvement. A manager must be a good empathic listener. This way the employees or the leaders will feel free to talk to him rather than indulge in rumour mongering. If satisfy "the people" desires to identify what is happening in the organization and offers an opportunity to express dreads, worries and complaints.

Teacher's Sign: _____

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1 Ans c

Caution

Warning

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~~ advise people to exercise careful behaviour and pay close attention to in order to minimize risk & 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 that advice.

A warning serves as a form of notice.

Example:

"CAUTION: If you do not obtain prior permission from site manager to conduct an inspection of premises, you can be sued for trespassing & criminal conduct."

Example:

"WARNING: Removing the capacitor without first grounding the mother-board may lead to electrocution & death."

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Teacher's Sign.: _____