

Q.1.3+4=7

- 1) When an employee discovers some confidential information, his/her curiosity drives him/her ~~crazy~~ to engage his closest friend, who then shares the information with others. Thus, confidential information ~~sp~~ spreads quickly.
- 2) Therefore, managers can get immediate feedback on their policies. This is faster than formal communication channels.
- 3) As a result, grapevine develops group cohesiveness by creating a sense of unity among employees who share ~~the~~ and discuss their ~~views~~ - views.
- 4) Grapevine provides emotional support.
- 5) When formal communication is not possible, the grapevine can be helpful.

Juni

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WarningCaution

- 1) A warning refers to a statement indicating impending danger, serious harm or misfortune.
- 2) In case of 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.
- 3) A warning serves as a form of notice.
- 4) Eg: & Warning: Unauthorized entry is prohibited.
- 1) A caution refers to an action displaying careful, prudent behaviour.
- 2) The objective of a caution is to advise people to exercise careful behaviour and to pay close attention in order to minimize risk and damage.
- 3) A caution serves as an advise or action advocating that device.
- 4) Caution: Wet floor.