

(1)

Q. 1. 4+5=9

(c)

Caution

- a. A caution refers to an action displaying careful, prudent behaviour.
- b. 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.
- c. A caution serves as an advice or action advocating that advice.
- d. It indicates a minor hazard.
- e. Appears on a yellow background.
- f. Eg: caution: wet floors

Warning

- A warning refers to a statement indicating impending danger, serious harm or misfortune
- In the case of a warning, the objective is to alert people to certain dangers and serious consequences.
- A warning serves as a form of notice.
- It indicates a major hazard.
- Appears on a red or yellow background.
- Eg: warning: Unauthorized entry is prohibited

Q.1.

(b)

- 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 other. Thus, it spreads hastily.
- The managers get to know the reactions 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.
- The grapevine serves as an emotional supportive value.
- The grapevine is a supplement in those cases where formal communication does not work.