

Roll NO - 657, Seat NO - 4104387

Admission NO - 2020PE0396

Semester - II, Scheme - C

Branch - Extc

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Date 17/8/21

Subject - Engineering Communication 2

Q1 C Differentiate between 'Warning & Caution'.

Q.1.3+0=3

Warning

Caution

i) A warning refers to a statement indicating impending danger, serious harm or misfortune.

i) A Caution refers to an action displaying careful, prudent behavior.

ii) In the case of a warning, the objective is to alert people to certain dangers & serious consequences. Thus in law, a warning serves as a notice indicating that certain acts constitute criminal behaviour.

ii) The Objective of a caution is to advise people to exercise careful behaviour & to pay close attention in order to minimize risk & damage.

iii) A warning serves as a form of notice.

iii) A caution serves as an advice or action advocating that advice.

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Q.1 b

⇒ Drawbacks of grapevine Communication:

- i) The grapevine carries partial information at times as it is mainly based on rumour. Thus, it does not clearly depict the complete state of affairs.
- ii) The grapevine is not trustworthy always as it does not follow official path of communication.
- iii) The productivity of employees may be hampered as they spend more time talking rather than working.
- iv) The grapevine leads to making hostility against the executives.
- v) The grapevine may hamper the goodwill of the organization as it may carry false negative information about the high level people of the organization.

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