

Q. 1. $0+3=3$

a. 1 b]

Drawbacks are :-

- ① The grapevine carries partial information at time as it is more based on rumours. Thus, it does not clearly depicts the complete state of affairs.
- ② The grapevine is not trustworthy always as it does not follow official path of communication and is spread more by gossips and unconfirmed report.
- ③ The productivity of employees may be hampered as they spend more time talking rather than working.
- ④ The grapevine leads to making hostility against the executives.
- ⑤ 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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Q. 1 C]

Caution

Warning

① A caution refers to an action displaying careful, prudent behavior.

① A Warning refers to a student indicating danger serious harm or misfortune.

② The objective of caution is to advise people to exercise careful behaviour and to pay close attention in order to minimize risk and damage.

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 behavior.

③ A caution serves as an advice or action advocating that advice.

A warning serves as a form of notice.

④ exm:- a caution is a warning issued that a surface is very hot.

④ exm:- When you warn someone to be careful because the floor is wet.