

658 - Seat no. 4104389

PCE - Sem II - EXTC

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Q. 1. 4+3=7

Q. 1B

- a) Grapevine communication has many drawbacks, but despite of that it can be efficiently use informal channels to fortify the formal channels of communication.
- b) It acts a valuable purpose in expressing certain information which cannot be expressed in formal communication.
- c) To efficiently work with grapevine communication, the head of the organisation should keep an eye on the rumours.
- d) The head should get feedbacks from the employees.
- e) grapevine communication helps provide team members a crucial bonds which in turns helps in better results in a project.
- f) It can also minimize the status barriers between the head and the employees.

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Q.1c	caution	warning
1)	caution refers to action displaying careful, prudent behavior	warning refers as statement indicating danger, serious harm or misfortune
2)	Objective of caution is to advice people to exercise careful behavior to avoid or minimize risk and damage	objective of warning is to alert people to certain danger and serious consequences, it also indicates criminal behaviour.
3)	cautions serves as an active advice	warning serves as a form of notice
4)	E.g. Caution:- Accident prone zone ahead.	E.g. warning :- Unauthorized Entry is prohibited.