

17/8/21

Q. 1. $3+3=6$

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666

Pg ①

81) c)

CAUTION

WARNING

Caution refers to an action displaying careful behaviour.

Warning refers to a statement indicating serious harm.

The motto of caution is to advise people to exercise a careful behaviour.

The motto of warning is to advise people to not perform certain action.

Examples of caution: 1) Wet floor!

2) Hot surface

3) Avoid direct contact

Ex Examples of warning: 1) Do not touch wire with wet hands.

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2) Dead end

81) B)

Despite the drawbacks of grapevine communication, it is still prevalent in most organizations due to the following reasons:

- 1) Rapid transmission: Grapevine communication carries information rapidly. As soon as an employee gets to know some confidential information, he passes the details to other eager listeners, who in turn pass it to others.
- 2) The feedback is quick as compared to formal channel of communication.
- 3) Grapevine creates a sense of unity among employees who share & discuss their views with others.
- 4) Grapevine communication serves as an emotional support.

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