

17/8/21

C-Scheme Sem.-11

Reshma

Q1 B Advantages of Grapevine;

Q. 1.5+3=8

- 1) Rapid transmission: Grapevine channels carry information rapidly. As soon as employee get to know some confidential information, he passes the details then to other eager listener who passes the informations to others.
- 2) ~~It~~ Creates Unity: The grapevine creates a sense of unity among the employees who share and discuss their views with each other.
- 3) Feedback Mechanism: The higher authorities get to know the true reaction of the subordinates on their new policies. Here feedback obtained is quicker compared to other formal methods.
- 4) Mentally prepares for changes: Grapevine enables individuals to prepare for organizational changes and make self adjustment before the formal announcement.
- 5) Promotes efficiency: Disciplinary action against wrong practices quickly spreads and warns the others about the consequences.

5

or c) Warning

Caution

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

A caution refers to an action displaying careful prudent behaviour

ii) The objective of a warning is to alert people to certain dangers and serious consequences

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.

iii) A warning serves as a form of notice

A caution serves as an advice or action advocating that advice

iv) It indicates a major hazard

It indicates a minor hazard

v) Appears on a red or yellow background

Appears on a yellow background

vi) Example:

Example:

WARNING:

CAUTION:

Do not expose to open flame as it is highly flammable

Do not overload the washing machine beyond specified capacity.