

Seat No: 4116879

Roll No: 662

Ad No: 2020PE0731

Q.1. 4+2=6

Q.1

c) Warning

cautions

i) Warning are related to user.

i) Cautions are related to the device.

ii) It refers to danger, serious harm can cause to user.

ii) It is action regarding careful and prudent behaviour.

iii) Its use is to alert people about danger and certain criminal behaviour of user.

iii) It is use to advice people to be careful and pay attention to minimize risk & damage

iv) It is form of notice

iv) It is advice.

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Q.1. B) → Grapevine communication :-

Grapevine communication is an informal communication channel. It is very fast channel of communication within organisation. Some confidential information can be passed through this channel, it may cause misunderstanding and rumors in organization. There is not any hold of official persons in this channel. Feedback can be obtained is quick compared to official / formal channel of communication.

Since there are many drawbacks of this type of communication, still it is very prevalent in most organisations. Grapevine creates a sense of unity among employees who share and discuss their views with each other. Hence, it is very useful in developing group cohesiveness. Due to group cohesiveness, it has created a bigger impact on efficiency of organization.

Hence, in my opinion, grapevine communication is very prevalent, but there must be some limitations or control over them by official channels.