

FE / Computer

'C' scheme semester-II

PCE

Roll No: 643

2020PE0424

Palawo8

Q.1.  $3+2=5$ 

Q.1c

Caution

1. Caution is used in reference to action displaying careful, prudent behaviour
2. Caution serves as advice or action advocating advice
3. Objective of caution is to advise people to exercise carefully and to pay attention in order to minimize damage and risk

Warning

Warning is used to in reference to statement indicating danger, serious harm, accidents.

Warning serves as form of notice

The objective of warning is to alert people to specific dangers and various serious consequences. A warning serves as notice indicating that certain acts constitute criminal behaviour

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Palawar

eg. While walking  
on floor, sometimes  
Somewhere  
floors are wet  
then the note  
will be given  
as "Caution"

eg. If while travelling  
Sometimes we see that  
an accident is happened  
or something disasters  
are there on road  
the note is given  
that as "warning"

Q.1B

Drawbacks of grapevine

i. Low reference value: unless oral messages  
~~carry~~ signature, are recorded, we cannot  
refer to it. When required for instance,  
we cannot refer to lecture delivered in  
class.

ii. No legal value: oral communication is not  
admissible in court of law as legal evidence.  
So in case of disputes oral communication  
has no legal value.



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Poland

iii. Distortion possible: Listens plays a crucial role in oral communication. Since reference is not possible, if listener has not paid careful attention, he might not understand message.

iv. Lack of accountability: - Important written messages carry signature, it is very easy to pinpoint accountability. In oral messages speaker can easily disclaim having said something.

v. Dependent on speaker: Effectiveness of messages depends on speaker. Speaker should know how to modify message according to receiver's response. Those who are weak in speaking, cannot control communication situation.

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Potluraj

vi. Grapevine is supplement in those cases where formal communication does not work.

vii. Managers get to know reactions of their subordinates on their policies. So feedback obtained is quick compared to formal channel of communication.

viii. Grapevine serves as comm. emotional supportive value.

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