

Q.1. $4+3=7$

Q1] c]

Caution	Warning
① A caution refers to an action displaying careful, prudent behavior.	① A warning refers to a statement indicating impending danger, serious harm or misfortune.
② 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.	② In the case of a warning, the objective is to alert people to certain dangers and serious consequences. Thus, in law, a warning serves as a notice indicating that certain acts constitute criminal behaviour.
③ A caution serves as an advice or action advocating that that advice.	③ A warning serves as a form of notice.
④ Ex - Caution wet floor	④ Ex - Warning High voltage.

Q1 B]

- ① Confidential: Since there is no written record the communication can be completely confidential.
- ② Saves money: In oral communication, no money is wasted on pen, ink, paper and other stationery or on postage.
- ③ More effective: In spoken communication, the words in the message are supported and enhanced by paralanguage features and body language. This increases the effectiveness of the message.
- ④ Modification possible: It is possible to modify the message depending on the responses of receiver.
- ⑤ personal touch: It is a direct approach and the speaker can make use of body language, tone, stress, intonation and pitch to enhance and give a personal touch to the message.

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