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Q. 1. 5+3=8

Q1] B]. Despite the drawbacks of grapevine communication it is still very prevailing because of its few advantageous characteristics like it spreads quickly or rapidly over a particular area or at a particular time. There is quick feedback due to this and since there is a group of people discussing it over thus it builds groups cohesiveness leads to making a good relationship between the workers. Mainly it is a great substitute for formal channel of communication so there is less efforts taken to consider the language, surrounding or rank of the workers.

- As soon as an employee gets to know some confidential information, he/she becomes curious and passes the details then to his/her closest friend who in turn passes it to other. Thus, it spreads rapidly.
- The managers get to know the reactions of the subordinates quickly. Thus, the feedback obtained is quick compared to formal channel of communication.

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Q1] c]. Difference between 'Warning' and 'Caution'.

Warning	Caution.
<ul style="list-style-type: none"> - The dictionary defines the term warning as a statement telling of or an indication providing evidence of danger, serious harm, or misfortune. 	<ul style="list-style-type: none"> - A Caution refers to an action displaying careful ; prudent behaviour.
<ul style="list-style-type: none"> - 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. 	<ul style="list-style-type: none"> - 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.
<ul style="list-style-type: none"> - A warning serves as a form of notice. 	<ul style="list-style-type: none"> - A caution serves as an advice or action advocating that advice.
<ul style="list-style-type: none"> - Example: WARNING: Removing the capacitor C125 without first grounding the motherboard may lead to electrocution or death. 	<ul style="list-style-type: none"> - Example: CAUTION: The floor is wet walk carefully and do not run or might fall and have minor injury.