

# Q. 1. $5+3=8$

Q.1.B

The grapevine communication despite having many drawbacks and is prone to spread misinformation and rumours is still prevalent because:

- It is a faster way of communication rather than communicating through formal channels.
- The grapevine communication creates a sense of unity among the colleagues who share and discuss their views with each other. It helps in developing group cohesiveness.
- Since the communication is completely oral and there is no written record, the communication can be completely confidential.
- Since the communication is direct or face-to-face the speaker can make use of body language, tone, stress, intonation and pitch to enhance and give personal touch to the message.
- The feedback is received immediately either by verbal or non-verbal methods.

Q.D.C	Caution	Warning
	<ul style="list-style-type: none"> <li>A caution refers to an action displaying careful, prudent behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>A warning refers to a statement indicating impending danger, serious harm or possibly fatal.</li> </ul>
	<ul style="list-style-type: none"> <li>The objective of caution is to advise people to exercise careful behaviour and to pay close attention to minimize risk and damage.</li> </ul>	<ul style="list-style-type: none"> <li>The objective of warning is to alert people of certain dangers and serious consequences.</li> </ul>
	<ul style="list-style-type: none"> <li>A caution serves as an advice or action advocating that advice.</li> </ul>	<ul style="list-style-type: none"> <li>A warning serves as a form of notice.</li> </ul>
	<ul style="list-style-type: none"> <li>Caution: WET Floor.</li> </ul>	<ul style="list-style-type: none"> <li>Warning: Unauthorized entry is prohibited.</li> </ul>