

8/2/23

ZHOU QUNFEI - ASSIGNMENT - UNIT-5

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- Zhou Qunfei, is the world's richest self-made woman. She is the founder of Lens technology and counts a \$27 million estate in Hong Kong among her acquisitions. If you meet her, you would instantly notice her neatness of appearance, her round, owl-like glasses and her cherubic face.
- She is the youngest of three children and was born in a tiny village in China. She lost her mother when she was five. Her father was a skilled craftsman. He lost his eyesight and a finger in an industrial accident. Young Qunfei helped her family raise pigs and ducks for their livelihood.
- Qunfei dropped out of school at the age of 16. She landed a job that required her to work from 8am to 12pm, polishing glass. She wrote her letter of recognition to her boss, in which she complained of the long hours and the boredom. But she also said that she was grateful for the job and was willing to learn more. Her boss was impressed with the letter. He asked her to stay on and promoted her.
- She set up a workshop for making watch lenses. Much of what she knew about making lenses was self-taught. She began to acquire a reputation for making the finest watch lens available in the market. In 2003, she was still making watch lenses when she received a call from Motorola. They wanted her to make screens for mobile phones. Zhou got on board and created the screens for Motorola's Razr V3.
- Soon, HTC, Nokia and Samsung placed orders with her. Apple picked Zhou's Lens technology as its supplier. Consequently Zhou invested heavily in new facilities and skilled technicians. She expects the same amount of dedication from her employees as well. Zhou is obsessive about the standards maintained in her factory.
- In spite of all the success, Zhou is less-known in her own country, China. She rarely grants any interviews or makes public appearances. She exudes charm & humility. Zhou recalls that in her village most girls did not have option for schooling. Zhou chose to work and run a business and she never regrets.

REPORT WRITING

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→ Reports are highly-structured documents. Whether technical or business reports, it is the structure that helps readers understand the reports effortlessly and act on their conclusions and recommendations.

→ Reports can be of various types. * Types of reports :

- (i) Reports interpreting data : These reports include inferences from Statistics. They are used to present findings and inferences based on numerical/factual information.
- (ii) Business reports : These reports analyse business case studies/scenarios and apply a range of theories and recommendations.
- (iii) Scientific/technical reports : These reports are used to present findings from research, investigations and as a design solution.
- (iv) Progress reports : These reports give information regarding the progress made on a particular project over a period of time.
- (v) Justification reports : These are reports that justify specific recommendations.
- (vi) Compliance reports : These reports tell us whether a business/product adheres to the established guidelines or procedures.
- (vii) Annual reports : These reports tell us about activities conducted by an organisation throughout the year.
- (viii) Feasibility reports : These report states a need or a proposed idea and recommends a course of action based on that.
- (ix) Book reports : These present a gist of the content and major features of a book.

* Sections of the report:

- (i) Title page: Title of the report, author's name, ID number, course name and number, department and college and date of submission.
- (ii) Abstract/summary: A brief overview of the report with all the key features (what was done, how was it done & the main outcomes of the work).
- (iii) Acknowledgements: An expression of gratitude towards the people who have helped in carrying out the study and writing of the report.
- (iv) Table of contents: Sections and subsections of the report along with their page numbers.
- (v) Introduction: A background to the topic, a statement regarding the purpose of the report, the technical background necessary to understand the report and a brief outline of its structure.
- (vi) Methods: A list of equipment and material used, procedures followed, sources of the material used, necessary preparations made and problems encountered.
- (vii) Discussion of results: A summary of the results of the experiment along with supporting diagrams.
- (viii) Conclusion: A statement specifying whether the purpose of the study has been met, the key findings and major outcomes of the research.
- (ix) References: A list of all the sources used, in the suggested format of referencing.
- (x) Appendices: Additional tables, graphs, questionnaires, etc which are not central to the report but play a useful role.

* Report on annual day at college:

Annual day Celebrations

Miyapur
12-2-23

The 31st Annual day of ABCDEF College was celebrated by the students on 1-2-23 in auditorium of the college. The auditorium was the venue for the cultural events and also the prize distribution. There were various other activities going on throughout the campus like cultural, sports and other competitions.

The chief guest of the day Dr. Stephen Strange arrived at 9:00 am and he delivered a really motivational speech. Principal presented the token of appreciation to our chief guest and all together inaugurated the ceremony by lighting the lamp. The program started with a classical performance and other programs continued.

The Director on this occasion said Annual functions are a must. It inculcates in the child's leadership abilities, makes them smart, extrovert and confident. Every child should participate in extracurricular activities along with the academics. He gave prizes to all the winners & academic performances.

Finally, the Vice-Principal & the professor-in charge of the event delivered the vote of thanks.