



Akshay Chauhan

Status : Pass

Assessment Date : 05-05-2020 03:33:20 (GMT+05:30)

Performance Level : Excellent 

10.00

Your Total
Score

10.00

Assessment
Score

4.00

Cut-Off marks
(Pass Marks)

100.00

Your
Percentage

E

Performance
Category

This report helps you to achieve your targets
as per below stated objectives:

Improve your conceptual understanding
Address specific areas of improvement personalized
to you

Performance Categories

Based on the performance of the students, we have framed the following categories to place you in accordance with your performance

Performance Category Definitions



Excellent

Outstanding level of performance indicates that the candidate has done excellent work and mastered the concepts.



High

High level of performance indicates that the candidate has done above average work and mastered almost all the concepts.



Moderate

Acceptable level of performance indicates that the candidate has done average work and has mastered many of the concepts.



Low

Needs improvement in performance indicates that the candidate has done and mastered very few or none of the concepts.

Performance Criteria

PERFORMANCE CATEGORY	RANGE
Excellent	91% to 100% of Max Marks
High	81% to 90% of Max Marks
Moderate	61% to 80% of Max Marks
Low	Below 60% of Max Marks

Performance Category based on student marks

SECTION (GROUP)	EXCELLENT	HIGH	MODERATE	LOW
Write an Effective Email 1 (Write an Effective Email)	9.10 and above	8.10 to 9.00	6.10 to 8.00	Below 6.00

SECTION (GROUP)	EXCELLENT	HIGH	MODERATE	LOW
Overall Score	9.10 and above	8.10 to 9.00	6.10 to 8.00	Below and equal to 6.00

Where do you stand?

SECTION (GROUP)	SCORE	PERFORMANCE CATEGORY
Write an Effective Email 1 (Write an Effective Email)	10.00 / 10.00	E
Overall Score	10.00 / 10.00	E

Recommendations and Suggestions

1. Based on your overall scores:
Your overall score falls in the **E** category. Congratulations.
2. Based on your section-wise performance:
You seem to be strong in **Write an Effective Email 1**. So it is suggested that you attempt **Write an Effective Email 1** section first
3. Some general suggestions to optimize your score:
The best performers plan and allocate equal time to each section.

Overall Performance Analysis

The below table shows section-wise analysis of marks scored by you, time spent by you, your percentage, your accuracy and number of correct, incorrect, unanswered and marked for review questions.

SECTION (GROUP)	MARKS SCORED BY YOU	TIME SPENT BY YOU (IN MINS)	YOUR SECTION PERCENTAGE	YOUR SECTION ACCURACY	TOTAL QUESTIONS	MAX NO OF QUESTIONS - TO ATTEMPT	QUESTIONS ATTEMPTED	CORRECT	INCORRECT	UNANSWERED	MARKED FOR REVIEW
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SECTION (GROUP)	MARKS SCORED BY YOU	TIME SPENT BY YOU (IN MINS)	YOUR SECTION PERCENTAGE	YOUR SECTION ACCURACY	TOTAL QUESTIONS	MAX NO OF QUESTIONS - TO ATTEMPT	QUESTIONS ATTEMPTED	CORRECT	INCORRECT	UNANSWERED	MARKED FOR REVIEW
Write an Effective Email 1 (Write an Effective Email)	10.00	1:40	100.00%	100.00%	10	10	10	10	0	0	0
Total	10.00	1:40	100.00%	100.00%	10	10	10	10	0	0	0

Note: The percentage (%) and accuracy below the prescribed values (60 %) are shown in red color

Below pie-chart shows section-wise percentage of marks scored

Section-wise marks



Impact of Incorrect Responses

Below table provides the marks lost due to incorrect responses.

SECTION(GROUP)	NUMBER OF INCORRECT RESPONSES	MARKS LOST DUE TO INCORRECT RESPONSES	TOTAL SCORE IF INCORRECT RESPONSES WERE NOT MARKED
Write an Effective Email 1(grp1)	0	0	10
Overall	0	0	10.00

In order to attempt more accurately, consider the following suggestions while attempting the questions:

1. If you are not able to solve a question correctly or have doubts in your approach towards the solution, skip it for later.
2. Quickly revise the steps for avoiding calculation or casual mistakes.
3. Avoid guesswork.

Overall Preparedness Analysis

The below table represents the percentage of correct questions achieved at the analysis level.

Conceptual errors, for which you would require more reading and understanding of concepts.

Minor or careless mistakes, for which you would require a more composed and calm approach towards solving the question paper.

Time Management

Below table shows the time you spent in each section.

SECTION (GROUP)	TIME SPENT BY YOU (IN MINS)
Write an Effective Email 1 (Write an Effective Email)	1:40
Total time spent	1:40

Recommendations

1. It is essential for each aspirant to plan and schedule time for each section diligently. This is important to score well in each section and ultimately meet the cut-off.
2. This will also help you in attempting all the questions in each section and hence not missing the opportunity to score more.

Response Change Pattern

Below table provides the number of times you have changed your responses while answering the test and also the nature of those response changes.

SECTION(GROUP)	CORRECT TO INCORRECT	INCORRECT TO CORRECT	INCORRECT TO INCORRECT	CORRECT TO UNANSWERED	INCORRECT TO UNANSWERED
Write an Effective Email 1 (Write an Effective Email)	0	0	0	0	0
Overall	0	0	0	0	0

It is suggested that guesswork should be avoided for any type of response changes. It has been observed that more often than not, guesswork leads to an incorrect response thereby inviting negative marks which in turn has an adverse effect on the overall rank. You must use your knowledge, observation and elimination skills to arrive at the correct answer.

Interpretation and Suggestions

1. Incorrect to incorrect response change:

You may need to work more on the concept level, in order to gain confidence.

2. Incorrect to correct response change:

At the first glance you were not very sure about the solution.

You must spend at least 1 minute per question and if you are not able to reach to the solution, you must revisit the question to enhance your score.

Perform this response change only when you are confident or have spotted a mistake in the solution of your first response.

3. Correct to incorrect response change:

You are not sure of the solution and have either applied a wrong concept or made a calculation mistake.

You need to practice more questions on the same concept.

4. Correct to unanswered response change:

You are not sure of the solution

You need to practice more questions on the same concept.

Perform this response change only when you are not confident of your solution.

You must try to spend at least 1 min before leaving it unanswered.

5. Incorrect to unanswered response change:

Your judgment of avoiding negative marks is right.

You must try to spend at least 1 min before leaving it unanswered.

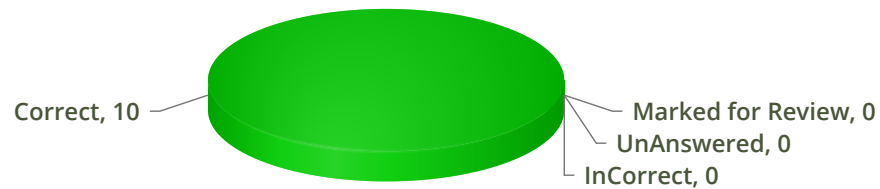
Overview: Write an Effective Email 1

The below table provides your marks in Write an Effective Email 1 along with the average marks scored by the others (students who cleared this assessment) and the marks scored by the topper.

MARKS SCORED BY YOU	YOUR SECTION PERCENTAGE	YOUR SECTION ACCURACY	TIME SPENT BY YOU (IN MINS)
10.00 / 10.00	100.00%	100.00%	1:40

Note: The percentage (%) and accuracy below the prescribed values (60%) are shown in red color

Question wise Analysis



Correct
InCorrect
UnAnswered
Marked for Review

Performance Analysis: Write an Effective Email 1

1. The below table analyzes your performance at question level
2. It highlights conceptually strong and improvement areas within the section and areas that require reinforcement of concepts.

3. The accuracy of the response to each question and time spent are correlated and interpreted in terms of expert advice on preparedness level.

Question wise details

Please click on question to view detailed analysis

= Not Evaluated

= Evaluated

= Correct

= Incorrect

= Not Attempted

= Marked for Review

= Answered

= Correct Option

= Your Option

Question Details

Q1. Who should you Carbon Copy (CC) a mail?

Status : **Correct**

Options :

1. To all in the department even though it might not be relevant to them
2. To all managers in the department to let them know that you are working hard.
3. To only those for whom the message is relevant
4. To none

Timespent (in sec): **19** | Correct to Incorrect: **0** | Incorrect to Correct: **0** | Incorrect to Incorrect: **0** | Correct to unanswered: **0** | Incorrect to unanswered: **0** |
Comments: **You are on the right preparation track on this topic.**

✓ Q2. What should you include at the end of an official mail?

Status : **Correct**

Options :

1. Your full name.

✓ 2. All relevant information like Name, Name of Organisation, Contact Details, Email Id.

3. Your name and name of the Organisation you are working for.

4. Your Smiling Picture

Timespent (in sec): 11 | Correct to Incorrect: 0 | Incorrect to Correct: 0 | Incorrect to Incorrect: 0 | Correct to unanswered: 0 | Incorrect to unanswered: 0 |

Comments: **You are on the right preparation track on this topic.**

✓ Q3. What is the most important rule you should follow before sending an email?

Status : **Correct**

Options :

1. Use proper grammar and spell check

2. Use an appropriate greeting before starting the email.

3. Use a proper Subject line

✓ 4. All of the above

Timespent (in sec): 9 | Correct to Incorrect: 0 | Incorrect to Correct: 0 | Incorrect to Incorrect: 0 | Correct to unanswered: 0 | Incorrect to unanswered: 0 |

Comments: **You are on the right preparation track on this topic.**

✓ Q4. Why should I not use Upper Case while typing my mails?

Status : Correct

Options :

- ☞ ✓ 1. It gives an impression that I am angry and am stressing on my words
- 2. The mail doesn't appear very appealing
- 3. The mail occupies more space
- 4. All of the above

Timespent (in sec): 5 | Correct to Incorrect: 0 | Incorrect to Correct: 0 | Incorrect to Incorrect: 0 | Correct to unanswered: 0 | Incorrect to unanswered: 0 |

Comments: You are on the right preparation track on this topic.

✓ Q5. How quickly should I respond to an email which I have received?

Status : Correct

Options :

- 1. Any time whenever I am free.
- 2. I need not respond to emails
- ☞ ✓ 3. At the earliest within 24 hours.
- 4. When I am reminded to do so.

Timespent (in sec): 9 | Correct to Incorrect: 0 | Incorrect to Correct: 0 | Incorrect to Incorrect: 0 | Correct to unanswered: 0 | Incorrect to unanswered: 0 |

Comments: You are on the right preparation track on this topic.

✓ Q6. When should you include a Subject Line?

Status : **Correct**

Options :

- ☐ 1. Only if a person asks you to do so.
- ☐ 2. Only on personal mails
- ☐ 3. Only on Official mails
- ☒ 4. On all mails

Timespent (in sec): 11 | Correct to Incorrect: 0 | Incorrect to Correct: 0 | Incorrect to Incorrect: 0 | Correct to unanswered: 0 | Incorrect to unanswered: 0 |

Comments: **You are on the right preparation track on this topic.**

✓ Q7. What is the best way to communicate several points in an email?

Status : **Correct**

Options :

- ☐ 1. Put all the points in the first paragraph.
- ☐ 2. Put all the points in the last paragraph.
- ☒ 3. Use bullets or numbers for the points.
- ☐ 4. Put the points in the Subject Line.

Timespent (in sec): 7 | Correct to Incorrect: 0 | Incorrect to Correct: 0 | Incorrect to Incorrect: 0 | Correct to unanswered: 0 | Incorrect to unanswered: 0 |

Comments: **You are on the right preparation track on this topic.**

✓ Q8. Which of the following is considered as Poor Email Etiquette?

Status : **Correct**

Options :

- 1. Replying to an email at the earliest.
- 2. Writing a short email covering all the points to be communicated.
- ✓ 3. Using short forms and Capital letters while writing an email.
- 4. Including only those in the To, CC and BCC who have to receive the mail.

Timespent (in sec): 9 | Correct to Incorrect: 0 | Incorrect to Correct: 0 | Incorrect to Incorrect: 0 | Correct to unanswered: 0 | Incorrect to unanswered: 0 |

Comments: **You are on the right preparation track on this topic.**

✓ Q9. What tone should you use in an official email?

Status : **Correct**

Options :

- ✓ 1. Formal
- 2. Informal and Casual
- 3. Long Lecture
- 4. Hey!!! Howz u?

Timespent (in sec): 12 | Correct to Incorrect: 0 | Incorrect to Correct: 0 | Incorrect to Incorrect: 0 | Correct to unanswered: 0 | Incorrect to unanswered: 0 |

Comments: **You are on the right preparation track on this topic.**

✓ Q10. When should you forward an e-mail?

Status : Correct

Options :

1. Type a joke about the mail and forward it.
2. Never forward e-mails. Only your supervisor should.
- ✓ 3. Type a personal comment as to why you are forwarding the mail.
4. You have to forward all mails you receive.

Timespent (in sec): 8 | Correct to Incorrect: 0 | Incorrect to Correct: 0 | Incorrect to Incorrect: 0 | Correct to unanswered: 0 | Incorrect to unanswered: 0 |

Comments: You are on the right preparation track on this topic.

Your Response Change Pattern: Write an Effective Email 1

The below table provides the number of times you have changed your responses to the Write an Effective Email 1 questions and also the nature of those response changes.

CORRECT TO INCORRECT	INCORRECT TO CORRECT	INCORRECT TO INCORRECT	CORRECT TO UNANSWERED	INCORRECT TO UNANSWERED
0	0	0	0	0

Error Identification and Rectification: Write an Effective Email 1