1. Define the term 'netiquette'

ANS: netiquette is "etiquette guidelines that govern behavior when communicating on the internet". Netiquette is **a combination of the words network and etiquette** and is defined as a set of rules for acceptable online behavior.

2. Why should sarcasm be avoided in online messages?

ANS: Sarcasm is a passive aggressive communication habit that undermines trust between individuals and trust is at the core of one's ability to get things done in organizations. Sarcasm offers just 2 outcomes – it either **instantly kills the relationship** or it begins to slowly erode the relationship.

3. What stage of the planning phase does mind mapping help students with?

ANS: here are five stages in mind mapping

1. Initiating
2. Planning
3. Executing
4. Monitoring and Controlling
5. Closing

After achieving a proper project definition, begin planning. Project planning can often be seen as a rigid process intended to create one concrete **masterplan**. However, the more creativity is allowed into this process the better. To

ensure team buy-in, create evolving support documents, and share them across teams

1. Name the different panes in the Johari Window.

Ans: **Four panes of the Johari Window:**

- Open: The first pane in the window is referred to as 'open' or 'arena'. ...
- Blind: The second quadrant is referred to as 'blind' or 'blind spot'. ...
- Hidden: The third pane is referred to as 'hidden' or 'facade'. ...
- Unknown: The last window of information is referred to as simply 'unknown'.

2. _____, _____, _____ and _____ are some of the common ways of representing visual information

ANS: Maps and graphs, Schematic drawings, Pictures, Icons and symbols

3. How do we define 'internet addiction'?

ANS: Internet addiction is **when a person has a compulsive need to spend a great deal of time on the Internet**, to the point where other areas of life (such as relationships, work or health) are allowed to suffer. Professionals that do recognize internet addiction tend to classify it as either an obsessive-

compulsive disorder or an impulse control disorder to aid treatment. Internet addiction is also called **compulsive computer use, pathological internet use, and internet dependence**.

1. Name the three types of blog posts.

- Lists.
- How-To Guides. ...
- Checklists/Cheat Sheets. ...
- Infographics. ...
- Interviews. ...
- Guest Blogging. ...
- Newsworthy Articles. ...
- Personal Stories.

2. Why do people seek blogs?

ANS: The purpose of a blog is **to provide content on your website that answers your prospective customers' questions and helps them learn about your product or service.** People read blogs for the **personal touch the blog offers over a magazine, newspaper or advert**.

3. _____ _____ is useful when comparing data

Ans: **Common graphical displays (e.g., dotplots, boxplots, stemplots, bar charts)** can be effective tools for comparing data from two or more data sets.

1. What are the four major sections in a data interpretation exercise?

ANS: Major sections in data interpretation:

1) Give the overarching statement

2) Introduce the subject represented in the visual input

3) Describe the significant patterns/trends

4) Interpret the description

5) Arrive at the conclusion

2. Apart from being a tool used to discover one's self, the Johari Window also helps in developing _____ _____ relations in the   workplace.

ANS: Apart from being a tool used to discover self, the Johari Window also helps in developing employee/ employer relations in the workplace.

3. What do contribute to the online reputation?

Ans: Be mindful of how online activities affect your digital profile. Keep your personal information private Delete old, inactive accounts Do not post something about others which would affect their privacy. Highlight your capabilities. Always be active to show your passion.

1. Define the ' overarching statement'.

    ANS: **indicate that you are talking about something that includes or affects everything or everyone**.

2. What is a digital footprint?

    ANS: A digital footprint is **data that is left behind when users have been online**. There are two types of digital footprints which are passive and active. It includes websites you visit, emails you send, and information you submit online. A digital footprint can be used to track a person's online activities and devices.

3. What is the significance of artificial intelligence?

- ANS: The importance of artificial intelligence and its

    subsequent components have been known for quite a long

    time now. They are being looked upon as tools and

    techniques to make this world a better place. And it's just

not that you have to go to these fancy tech gadgets to be able to use them. You can simply look around, and I am sure most of your tasks are made smooth by artificial intelligence.

- Its importance lies in making our lives easier. These technologies are a great asset to humans and are programmed to reduce the human effort as much as possible. They tend to possess the capability to work in an automated fashion. Therefore, manual intervention is the last thing that could be asked for or seen while operating parts associated with this technology.

- These machines tend to speed up your tasks and processes along with a guaranteed level of precision and accuracy, and therefore this is what makes them a useful and important tool. Apart from making the world an error-free

place by their simple and everyday techniques, these

technologies and applications are not only related to our

general and everyday lives. It is also impacting and holds

importance for other domains as well

1. Give two reasons how visual inputs help in easy understanding of any phenomena?

    ANS: Simply put, visual perception is **the brain's ability to interpret what is seen**. ... Visual perception is necessary for reading, writing, and movement. Without it, children may find daily tasks such as completing homework, solving puzzles, or getting dressed extremely stressful.

2. What is the purpose of an agenda?

    ANS: An agenda gives **the person conducting the meeting control over the flow of discussions**, the issues covered and the attendees responsible for reporting specific information at the meeting. An agenda also can help keep the meeting within a predetermined time frame controlling when issues are discussed.

3. What is the use of "recap" in online meetings?

ANS: A meeting recap refers **to a summarized message that's distributed to a company or organization's employees or clients after a meeting**. Employees use meeting recaps as **a reference to help guide their work duties**.RECAP has proven **to be beneficial to both the students and the instructor**. The students have a better grasp of concepts taught in class, as well as a systematic way of preparing for exams.

1. What will be considered as 'speculation' in a data interpretation exercise?

ANS: Speculation in means Some some data interpretation exercise data. not. are Which have to be get a clear taken as facts but means made in idea of come are assumptions data to interpretation. This is called. data interpretation. the the speculation in

2. Mind mapping is a _____ _____.

ANS: Visualization and brainstorming

3. What is meant by the phrase "text organization"?

ANS: The phrase how readers a "text organization refers to how a text is organized to help readers to understand the

information presented. Text organization logically guides. readers through text.

1. What essential questions does a newspaper article try to answer?

- Who was involved?
- What happened?
- When did it happen?
- Where did it happen?
- Why did it happen?
- How did it happen?

3. Give two reasons how visual inputs help in easy understanding of any phenomena?

ANS:Better clarity and better idea

4. Mention any four expressions used to give additional information.

As well as,along with,including,and