



Yash Makadia

Status : Pass

Assessment Date : 14-04-2020 23:02:56
(GMT+05:30)

Performance Level : High 

9.00

Your Total
Score

10.00

Assessment
Score

4.00

Cut-Off marks
(Pass Marks)

90.00

Your
Percentage

H

Performance
Category





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

Improve your conceptual
understanding

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

Performance Category based on student marks

SECTION (GROUP)	Write an Effective Email 1 (Write an Effective Email)
EXCELLENT STUDENTS WHO BELONG TO 91 TO 100 PERCENTAGE GROUP	9.10 and above
HIGH STUDENTS WHO BELONG TO 81 TO 90 PERCENTAGE GROUP	8.10 to 9.00
MODERATE STUDENTS WHO BELONG TO 61 TO 80 PERCENTAGE GROUP	6.10 to 8.00
LOW STUDENTS WHO BELONG TO BELOW 60 PERCENTAGE GROUP	Below 6.00
ASSESSMENT	Overall Score
EXCELLENT STUDENTS WHO BELONG TO 91 TO 100 PERCENTAGE GROUP	9.10 and above
HIGH STUDENTS WHO BELONG TO 81 TO 90 PERCENTAGE GROUP	8.10 to 9.00
MODERATE STUDENTS WHO BELONG TO 61 TO 80 PERCENTAGE GROUP	6.10 to 8.00
LOW STUDENTS WHO BELONG TO BELOW 60 PERCENTAGE GROUP	Below and equal to 6.00

Where do you stand?

SECTION NAME	Write an Effective Email 1 (Write an Effective Email)
SECTION SCORE	9.00 / 10.00
CATEGORY	H
OVERALL	Overall Score
OVERALL SCORE	9.00 / 10.00
PEFORMANCE CATEGORY	H

Recommendations and Suggestions

- Based on your overall scores:
Your overall score falls in the **H** category. Please avoid misconceptions and maintain time properly.
- 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)	Write an Effective Email 1 (Write an Effective Email)
MARKS SCORED BY YOU	9.00
TIME SPENT BY YOU (IN MINS)	2:25
YOUR SECTION PERCENTAGE	90.00%
YOUR SECTION ACCURACY	90.00%
TOTAL QUESTIONS	10
MAX NO OF QUESTIONS - TO ATTEMPT	10
QUESTIONS ATTEMPTED	10
CORRECT	9
INCORRECT	1
UNANSWERED	0
MARKED FOR REVIEW	0

SECTION (GROUP)	OVERALL	Total
MARKS SCORED BY YOU	MARKS SCORED BY YOU	9.00
TIME SPENT BY YOU (IN MINS)	TIME SPENT BY YOU (IN MINS)	2:25
YOUR SECTION PERCENTAGE	YOUR OVERALL PERCENTAGE	90.00%
YOUR SECTION ACCURACY	YOUR OVERALL ACCURACY	90.00%
TOTAL QUESTIONS	TOTAL QUESTIONS	10
MAX NO OF QUESTIONS - TO ATTEMPT	MAX NO OF QUESTIONS - TO ATTEMPT	10
QUESTIONS ATTEMPTED	QUESTIONS ATTEMPTED	10
CORRECT	CORRECT	9
INCORRECT	INCORRECT	1
UNANSWERED	UNANSWERED	0
MARKED FOR REVIEW	MARKED FOR REVIEW	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)	Write an Effective Email 1(grp1)
NUMBER OF INCORRECT RESPONSES	1
MARKS LOST DUE TO INCORRECT RESPONSES	0
TOTAL SCORE IF INCORRECT RESPONSES WERE NOT MARKED	9
ASSESSMENT	Overall
NUMBER OF INCORRECT RESPONSES	1
MARKS LOST DUE TO INCORRECT RESPONSES	0
TOTAL SCORE IF INCORRECT RESPONSES WERE NOT MARKED	9.00

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)	Write an Effective Email 1 (Write an Effective Email)
TIME SPENT (IN MINS)	2:25

OVERALL	Total time spent
TOTAL TIME SPENT	2:25

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)	Write an Effective Email 1 (Write an Effective Email)
CORRECT TO INCORRECT	0
INCORRECT TO CORRECT	0
INCORRECT TO INCORRECT	0
CORRECT TO UNANSWERED	0
INCORRECT TO UNANSWERED	0
ASSESSMENT	Overall
CORRECT TO INCORRECT	0
INCORRECT TO CORRECT	0
INCORRECT TO INCORRECT	0
CORRECT TO UNANSWERED	0
INCORRECT TO UNANSWERED	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.

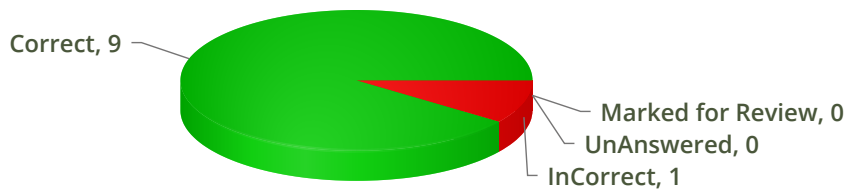
Overview: Write an Effective Email 1

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	9.00 / 10.00
YOUR SECTION PERCENTAGE	90.00%
YOUR SECTION ACCURACY	90.00%
TIME SPENT BY YOU (IN MINS)	2:25

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): **16** | 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): **10** | 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): **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.**

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

Status : **Incorrect**

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): 19 | Correct to Incorrect: 0 | Incorrect to Correct: 0 | Incorrect to Incorrect: 0 |
Correct to unanswered: 0 | Incorrect to unanswered: 0 |

Comments: **You have most probably committed a numerical or conceptual mistake or you would have guessed the answer.**

✓ 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): 17 | 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): 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.**

✓ 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): **13** | 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): **16** | 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): **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.**

✔ 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): **27** | 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	0
INCORRECT TO CORRECT	0
INCORRECT TO INCORRECT	0
CORRECT TO UNANSWERED	0
INCORRECT TO UNANSWERED	0

Error Identification and Rectification: Write an Effective Email 1