

DAILY ASSESSMENT FORMAT

DATE	20/05/2020	NAME	Akshay Kumar
COURSE	TCSiON	USN	4AL19EC400
TOPIC	1.Ace Corporate interview 2.Learn Corporate Etiquette 3.Write effective Emails	SEM sections	4 th sem. A sec
Github Repository	Akshay-kumar		

FORENOON SESSION DETAILS

Image of session



REPORT : Topic 1 –Ace Corporate interview

What is interview:

- Interview is a widely used process of screening applicants for jobs.
- It provides the most direct information about a candidate, his/her skills, backgrounds and personality type.

According to Authors mind....

According to **Gary Dessler**, "An interview is a procedure designed to obtain information from a person's oral response to oral inquiries."

According to **Bovee and Thill**, "An interview is any planned conversation with a specific purpose involving two or more people."

Some DO's and DON'T's should be remember before an interview

Do's before an Interview

- Dress appropriately as per the corporate setting.
- Take care of personal grooming and cleanliness.
- Reach 10-15 minutes early.
- Be sure about the interview time and location, find out how long it takes to get there.

Don'ts before an Interview

- Don't stay up late at night.
- Don't overeat or have carbonated soft drinks.
- Don't hold negative thoughts of not being selected.
- Don't feel nervous.
- Don't forget to be courteous to everybody.

Major preparations for an interview:

Preparation for a Job Interview

- Every interview is an experience of learning which takes place during the preparation. It is useful for the interview you are appearing for.
- The initial preparation requires a thorough investigation of skills, accomplishments, expertise and your interests.
- The interview preparation includes 4 Ps: Prepare, Practice, Present and Participate.

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- A good assessment of yourself
 - Researching the organization
 - Updating your resume
 - Preparing a list of commonly asked questions
 - Understanding the venue details
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DO's and DONT's during an interview:

Do's of an Interview

- Treat everybody with courtesy and respect.
- Greet everybody.
- Be ready for a handshake.
- Be an attentive listener in order to understand questions.
- Address the interviewer as Sir/Ma'am.
- Maintain good eye contact throughout the interview.
- Be alert and sit straight in your seat.
- Respond to questions warmly and with specific

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Don'ts of an Interview

- Don't take a seat until you are offered one.
- Don't slouch and fidget.
- Don't talk negative about previous employers or managers.
- Don't show lack of interest during the interview.
- Don't give the impression that you are only interested in money or salary.

This topic also covered that,

- ✓ Men's and Women's Interview Attire
- ✓ Negotiation situations
- ✓ Techniques required of a good negotiator
- ✓ Tips to handling a negotiation

Outcomes from this Topic:

- The importance of an interview.
- The skills and expertise an interview requires.
- The engagement rules of a face-to-face interview.
- To answer the interview questions effectively.
- The Do's and Don'ts of an effective interview.
- To develop a good opening and closing interview strategy.
- To recognize your strengths and weaknesses.
- To gather general information about the organization that has called you for an interview.

Topic 2 : day8- Learn Corporate Etiquette.

Glimpse of studies from this topic:

- ✓ Rules to be followed in Business environment
- ✓ The way we treat people and our behaviour at workplace

- ✓ **Maintaining a neat cubicle is expected from all people on the workplace**

Topic 3: day 9- Writing an Effective E-mail:

What is an Email?

Email is the short form for Electronic Mail. It is the information sent electronically between two or more people over a network. It involves a sender and receiver/s.

Why use email?

An email is communication that happens in real time and can get important data across to people in various geographies. An email is a record of the communication that has happened and is stored in the server of the organization. One has to be very cautious while typing out a mail.



Basic DO's and DONT's to be taken consideration while writing an E-mail:

Do's of Email Etiquette

- Use a strong subject line.
- Type the correct email Id.
- Keep your email short.
- Write about only one topic in one email.
- Be polite and courteous in tone.
- Use correct spelling and grammar.
- Proofread all your emails before sending them.
- Reply within a reasonable time.
- Keep the message formal as your message could be read by many

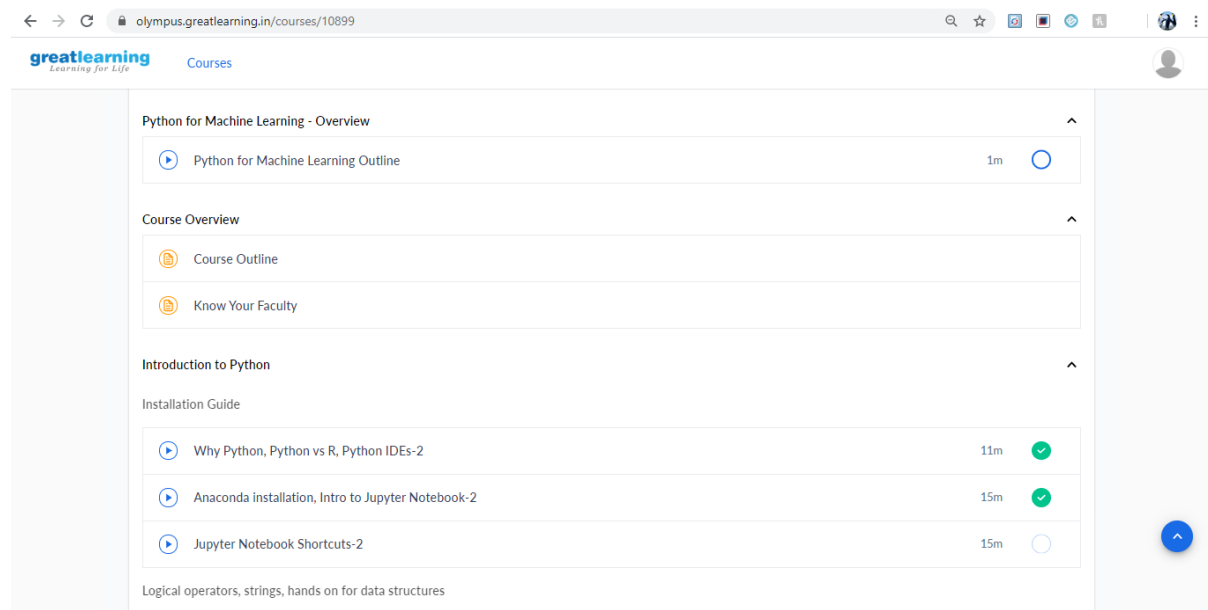
Don'ts of Email Etiquette

- Don't use all UPPER case or all lower case.
 - Don't use unnecessary humor.
 - Don't use too many short forms, SMS language.
 - Don't use one word responses.
 - Don't call as soon as you send the message.
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AFTERNOON SESSION DETAILS

<u>DATE</u>	<u>20/05/2020</u>	<u>Name</u>	K Gaurav shet
<u>COURSE</u>	Python for machine learning by great learning and morsh python	<u>USN</u>	4al18ec023
<u>Topics</u>	Data Structures of python(Hands On)	<u>Sem and section</u>	<u>4th sem.A</u> <u>SEC ECE</u>
<u>Github repository</u>	Gaurav-shet		

Images and report of the session:



Introduction to Data Structures in python:

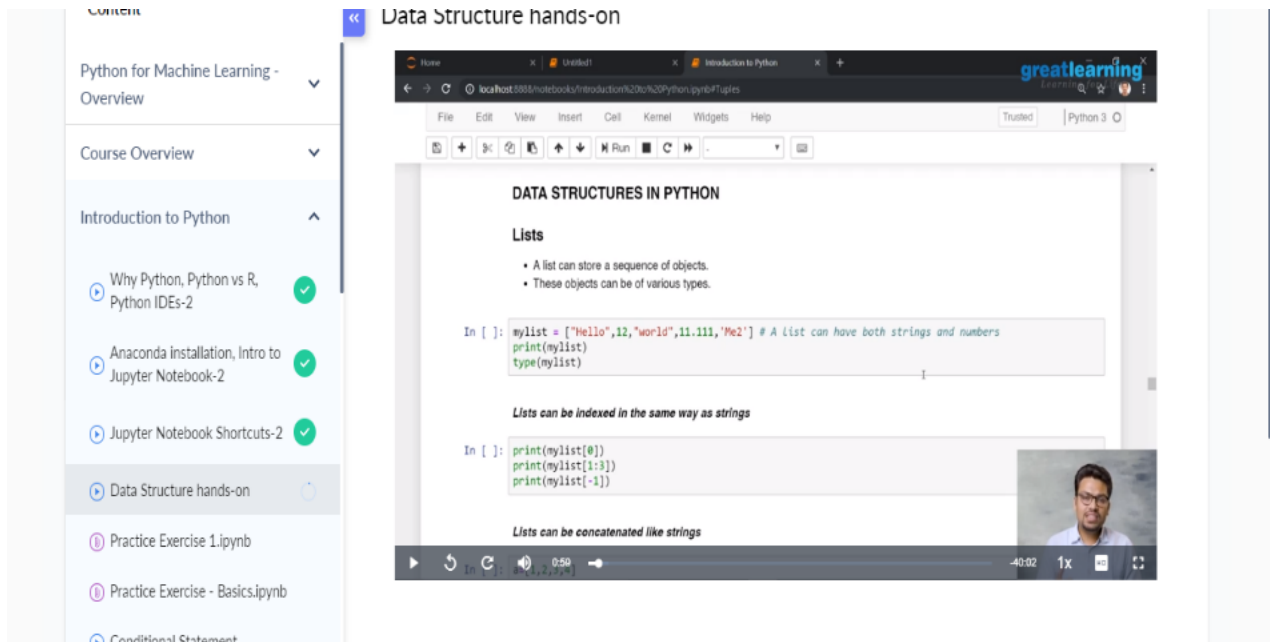
The major Data structure of python is:

- 1. Lists**
- 2. Tuple**

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3. Dictionary

4. Sets, etc.



LIST:

A list can store sequence or objects

Those objects can be various types,

Operations performed on string:

1. Concatenation
2. Length of list
3. Deletion of data from list
4. Popping the data
5. Max and Min element of list
6. Append and Extend the List
7. Sorting

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8. Reassigning

Etc.

Tuple:

It is similar to List, but can't be appended or extended.

It is immutable

Elements can't be edited once assigned.