

DAILY ASSESSMENT FORMAT

Date:	20-5-2020	Name:	Mahesh h
Course:	TCS ION	USN:	4a17ec048
Topic:	Ace corporate interview Learn corporate Etiquette Write effective mails	Semester & Section:	6th A
Github Repository:	Maheshh		

FORENOON SESSION DETAILS
Image of session

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Career Edge - Knockdown the

Learn Corporate Etiquette

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 - Introduction - Learn

Total Marks
10.0

Pass Marks
4.0

My Attempts

Attempted On

20 May 2020 12:30 PM

Report – Report can be typed or hand written for up to two pages.

DAY-7 ace corporate interviews

OBJECTIVE

- Explain the important of an interview
- Imbibe the skills and explains an interview required
- Know how to answer the interview questions efficiency
- Let Dos and Don't Effective interview
- Develop a good opening and closing interview strategy
- Identify your strength and weakness

What is an interview

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

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

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

Preparation for a job interview

- Every interview is a an experience of learning which takes place during the preparation it is useful for the interview
- The intial preparation requires a through investigation of kills accomplishment expertise and your interest
- The interview preparation includes four steps: prepare practice present and participate

Do's Before the interview:

- Dress properly per the corporate setting
- Take care of personal grooming and cleanness
- Reach 10-15 minutes early
- Be sure about the interview time and locality find out how long it takes to get there

DON'TS BEFORE THE INTERVIEW

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

DAY-8 LEARN CORPORATE ETIQUETTE

OBJECTIVES

- The impotent of business etiquette
- The basics rules of business etiquette
- To follow cubicle etiquettte
- Practice the do's and don'ts

WHAT IS BUSSINESS ETIQUETTE?

Business etiquette can be defined as all the rules that one has to follow when it a business environment

BASICS RULES FOR ETIQUETTE

- Courtesies-Space

- Personal details
- Introduction

In the meeting read about the agenda/subject before the meeting and carry a pen and notepad to the meeting .be punctual reaching before time is always helpful

DAY-9 WRITE EFFECTIVE EMAIL

OBJECTIVES

- Describe the structure of an email
- Develop the effective subject line at least
- State the Do's and don'ts of email writing
- Draft an email using the pointers taught in the session

WHAT IS EMAIL?

Email is the sort 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 to be very caution while typing out of mail

DO'S OF EMAIL

- Use a strong subject line
- Type the correct email id
- Keep your email short
- Write about only one topic

DON'TS OF EMAIL

- Don't use the upper case and lower case
- Don't use the un necessary humor
- Don't use one word response
- Don't call as soon as you send the message

Date:20-5-2020

Course: python

**Topic: build an interactive
English dictionary**

Name: Mahesh H

USN:4al17ec048

**Semester &
Section:6th A**

AFTERNOON SESSION DETAILS

Image of session

Section 11: File Processing



6 / 16 | 19min

**Section 12: Imported Modules**

5 / 5 | 24min

**Section 13: Application 1: Build an Interactive English Dictionary**

16 / 16 | 1hr 3min

☒ 84. Note 1min☒ 85. Interactive English Dictionary - How The Output Will Look Like 4min Resources ☒ 86. The Data Source 5min Resources ☒ 87. Loading JSON Data 4min Resources ☒ 88. Returning the Definition of a Word 3min☒ 89. Taking Into Account Bad Words 3min☒ 90. Implementing Case Sensitivity

Report – Report can be typed or hand written for up to two pages.

- Original. json' is a file which has all the meanings for respective words stored in form of dictionary data type.
- A Dictionary is a listing of words in one or more specific languages, often arranged alphabetically which may include information on definitions, usage, etymologies, pronunciations, translation, etc
- The Key in the file is the actual word and Values are the meaning of corresponding words.
- The Key in the file is the actual word and Values are the meaning of corresponding words.
- The algorithm of the program is,
 - Interface-Input format
 - Develop the word matching-Main logic
 - Modify the program-Output format

How to load the words in python dictionary.

Open the python and the process to load json in python dictionary

```
>>>import json
>>>help (json. load)
>>>data=json.load(open("data. json"))
>>>type(data)
>>>print(data)
```

Program

```
Import json
Data=json.load(open("data. json"))
Def translate (word);
    Return data[word]
Word=input("enter the word:")
Print(translate(word))
```

o/p:enter the word rain

‘precipitation in the form of liquid water drops with diameter greater than 0.5 millimeter ,to fall from the clouds in drops of water’

