

DAILY ASSESSMENT

Date:	19/05/2020	Name:	Shilpa S
Course:	TCS-ION CAREER EDGE	USN:	4AL14EC078
Topic:	Ace corporate Interviews Learn Corporate Etiquette Write Effective Emails	Semester & Section:	8 SEM (A)
Github Repository:	Shilpa-online		

FORENOON SESSION DETAILS

Image of session

Total Marks 10.0	Pass Marks 4.0	Attempts Taken 01	Duration 10 Mins	Start Time 18 May 2020 12:00 AM TO 17 Jul 2020 12:00 AM	View Assessment Analysis At the End of Assessment	Already cleared assessment.
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My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
20 May 2020 05:47 PM	0:3:29 Hrs(05:51 PM)	7.0/10.0	Pass	View Result

shilpa s
Status : Pass
Assessment Date : 20-05-2020 17:47:53 (GMT+05:30)
Performance Level : Moderate

7.00 Your Total Score	10.00 Assessment Score	4.00 Cut-Off marks (Pass Marks)	70.00 Your Percentage	M Performance Category
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This report helps you to achieve your targets as per below stated objectives:

Total Marks 10.0	Pass Marks 4.0	Attempts Taken 01	Duration 10 Mins	Start Time 17 May 2020 12:00 AM TO 16 Jul 2020 12:00 AM	View Assessment Analysis At the End of Assessment	Already cleared assessment.
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My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
20 May 2020 02:15 PM	0:3:30 Hrs(02:18 PM)	8.0/10.0	Pass	View Result

Total Marks 10.0	Pass Marks 4.0	Attempts Taken 01	Duration 10 Mins	Start Time 17 May 2020 12:00 AM TO 16 Jul 2020 12:00 AM	View Assessment Analysis At the End of Assessment	Already cleared assessment.
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My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
20 May 2020 02:42 PM	0:4:8 Hrs(02:46 PM)	9.0/10.0	Pass	View Result

Report:-

1. ACE Corporate Interviews

Which consists of following Points:

1. Be thoroughly prepared.
2. Update your name
3. Dress formally
4. Follow the SMART approach while answering
5. Be aware of your body language
6. Research the organisation
7. Reach before time
8. Be polite and concise responses
9. Give brief and concise responses
10. Leave the interview venue on a positive note

2. Learn Corporate Etiquette

Objectives

1. The importance of Business Etiquette
2. The basic rules of business Etiquette
3. To follow the right business attire
4. To follow Cubicle Etiquette
5. To practice the Dos and Don'ts of internet and meeting Etiquette

What is Business Etiquette?

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

3. Write Effective EMAILS

- Describe the structure of a email
- Develop an effective subject line and text
- Utilize a few opening and closing phrases
- State the do's and don'ts of email writing
- Draft an email using the pointers taught in the session
- Do's of email etiquette
 1. Use strong subject line
 2. Keep your email short
 3. Type the correct email id

4. Reply within a reasonable time

➤ Don'ts of email etiquette

1. don't use all upper case or all lower case
2. don't use one word responses
3. don't call as soon as you send the message