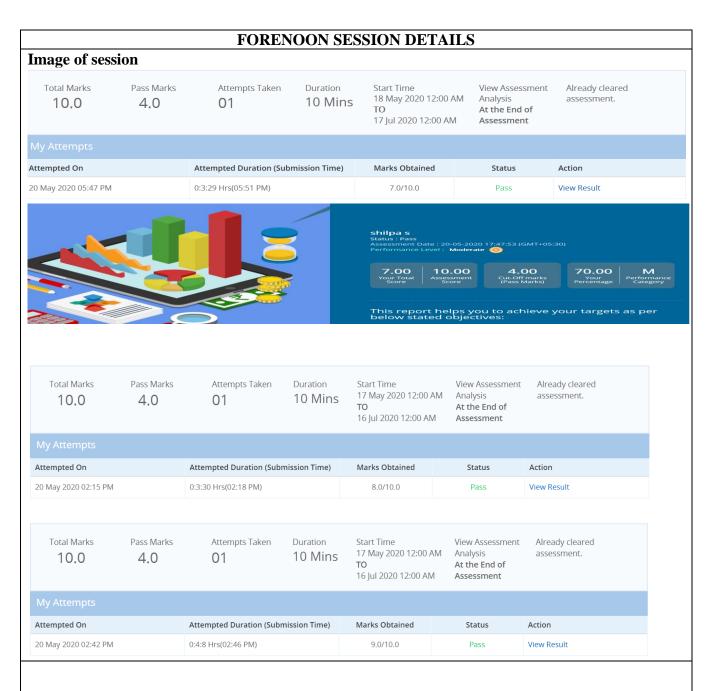
## **DAILY ASSESSMENT**

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		



# 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 on word responses
  - 3. don't call as soon as you send the message