DAILY ASSESSMENT REPORT

Date:	19/05/2020	Name:	Abhishek M Shastry K
Course:	Career Edge - Knockdown the Lockdown	USN:	4AL17EC002
Topic:	1] Gain Guidance from Career Gurus 2] Write a Winning Resume and Cover Letter 3] Stay Ahead in Group Discussions	Semester & Section:	6th 'A'
Github Repository:	AbhishekShastry-Courses		

FORENOON SESSION DETAILS
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Report

Gain Guidance from Career Gurus

- Need for Head start – Intense competition, Talent acquisition, Employable skills, Changing job roles, and Employment outlook.
- 6 key pillars to get a Head start.
    - ✓ Clarity – Decide passion in life (work for corporate, higher studies, startup, etc.).
    - ✓ Access and visibility – Always keep profile updated, Attend the job fairs to know how job industry is emerging/changing.
    - ✓ Early preparation – Company research, online prep test, Focus on communication.
    - ✓ Acquire relevant skills – Map your interest with job roles/opportunities.
    - ✓ Compelling resume – 1-2 pages of resume, which is concise and clear.
    - ✓ Cracking the interview – Prepare for most obvious questions, organize all documents.
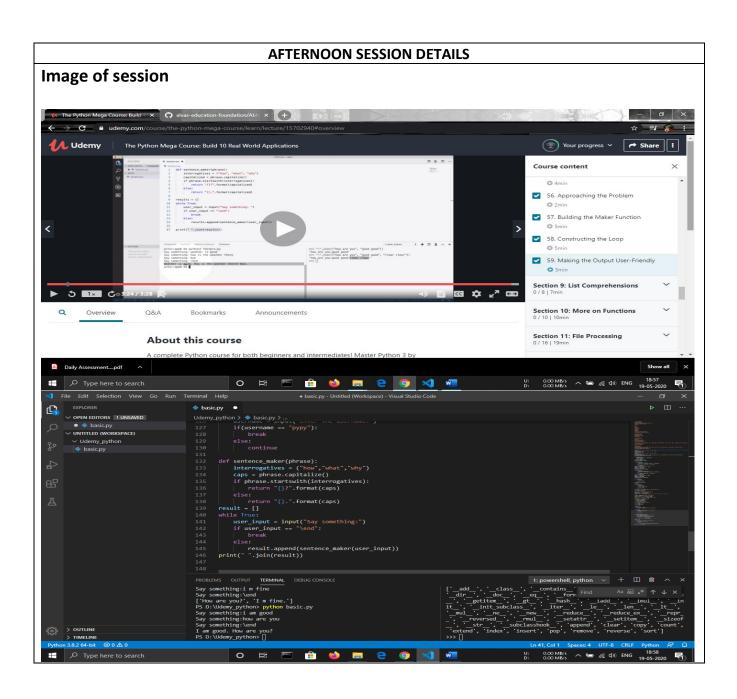
Write a Winning Resume and Cover Letter

- Importance of resume.
- Structure of resume - Name, Email id, Mobile number, Career objective, Educational qualification, Technical skills, Additional qualification (certificate, training, etc.) and Personal details (DOB, Address, Language, references, etc.).
- Types of resume – Chronological, Functional and Combination.
- Do's - Use bullets instead of paragraphs, Use keywords.
- Don't – Don't use jargon/acronyms, don't include photograph unless specified.
- Cover letter – It tells the employer the job roles that you are interested in.
- Structure of cover letter
    - ✓ Date, Name, Address, Mobile number, Email id.
    - ✓ Company official's name, Company name, Company address, pincode.
    - ✓ Opening paragraph (self-introduction, education, experience, etc.).
    - ✓ Middle paragraph (summary of experience, skills, training, etc.).
    - ✓ complimentary close.

Stay Ahead in Group Discussions

- Group discussion is positive exchange of views on a particular topic.

- Communication skills, Team work, knowledge of subject determines how good are you in GD.

- During GD process the following points must be noted.

  - ✓ Clarity

  - ✓ Body language (gesture, facial expression, etc.).

  - ✓ Active listening.

  - ✓ Neutral tone of voice.

  - ✓ Use appropriate language.

  - ✓ Courtesy.

  - ✓ Conciseness.

  - ✓ Should be confident while presenting your view.

Date:	19/05/2020	Name:	Abhishek M Shastry K
Course:	**The Python Mega Course: Build 10 Real World Applications**	USN:	**4AL17EC002**
Topic:	**1] The Basics: Operations with Data Types** **2] The Basics: Functions and Conditionals** **3] The Basics: Processing User Input** **4] The Basics: Loops** **5] Putting the Pieces Together: Building a Program**	**Semester & Section:**	**6th 'A'**
Github Repository:	**AbhishekShastry-Courses**		

AFTERNOON SESSION DETAILS
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The Basics: Operations with Data Types

- More operations on lists.

- Append item to a list using append () method.

- Remove item from a list using remove () and pop () method.

- Append or remove range of items from a list using index of the list.

- Accessing and slicing lists, strings and dictionaries.

- Slicing list, strings and dictionaries using both positive and negative indexes.

The Basics: Functions and Conditionals

- Difference between print and return in a function definition.

- Introduction to conditionals with examples.

- Difference between 'and' and 'or' in conditionals.

- Use of elif condition, if there are more than two condition to be checked.

- Importance of white space in python.

The Basics: Processing User Input

- To take the input from the user for the program using input () function.

- String formatting using methods like title (), uppercase (), etc.

The Basics: Loops

- How for loops are useful for executing a command over a large number of items.

- Use of for loops to print items present in list, strings, dictionaries, etc.

- Use of break and continue keyword inside while loop.

Putting the Pieces Together: Building a Program

- Building a program that takes input from the user, formats the input using user defined function and displays the formatted output.