

# DAILY ASSESSMENT REPORT

<b>Date:</b>	<b>20/05/2020</b>	<b>Name:</b>	<b>Abhishek M Shastry K</b>
<b>Course:</b>	<b>Career Edge - Knockdown the Lockdown</b>	<b>USN:</b>	<b>4AL17EC002</b>
<b>Topic:</b>	<b>1] Ace Corporate Interviews 2] Learn Corporate Etiquette 3] Write Effective Emails</b>	<b>Semester &amp; Section:</b>	<b>6<sup>th</sup> 'A'</b>
<b>Github Repository:</b>	<b>AbhishekShastry-Courses</b>		

## FORENOON SESSION DETAILS

### Image of session

Introduction - Ace Corporate Interviews

Lesson - Ace Corporate Interviews

Conclusion - Ace Corporate Interviews

Understand How to Ace Corporate Interviews

DAY 8: Learn

Understand How to Ace Corporate Interviews

Total Marks

10.0

Pass Marks

4.0

Attempts Taken

01

Duration

10 Mins

Start Time

16 May 2020 12:00 AM TO 15 Jul 2020 12:00 AM

View Assessment Analysis At the End of Assessment

Already cleared assessment.

My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
19 May 2020 10:33 PM	0:4:2 Hrs(10:37 PM)	7.0/10.0	Pass	View Result

Interviews

Understand How to Ace Corporate Interviews

DAY 8: Learn Corporate Etiquette

Introduction - Learn Corporate Etiquette

Lesson - Learn Corporate Etiquette

Conclusion - Learn Corporate Etiquette

Learn Corporate Etiquette

Total Marks

10.0

Pass Marks

4.0

Attempts Taken

01

Duration

10 Mins

Start Time

16 May 2020 12:00 AM TO 15 Jul 2020 12:00 AM

View Assessment Analysis At the End of Assessment

Already cleared assessment.

My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
19 May 2020 11:08 PM	0:4:23 Hrs(11:12 PM)	9.0/10.0	Pass	View Result

Introduction - Write Effective Emails

Lesson - Write Effective Emails

Conclusion - Write Effective Emails

Write an Effective Email

DAY 10: Learn Corporate Telephone Etiquette

Write an Effective Email

Total Marks

10.0

Pass Marks

4.0

Attempts Taken

01

Duration

10 Mins

Start Time

16 May 2020 12:00 AM TO 15 Jul 2020 12:00 AM

View Assessment Analysis At the End of Assessment

Already cleared assessment.

My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
20 May 2020 12:28 AM	0:2:49 Hrs(12:31 AM)	9.0/10.0	Pass	View Result

## Report

### Ace Corporate Interviews

- Interview is widely used process of screening applicants for jobs.
- Interview includes 4 P's – Prepare, Practice, Present and Participate.
- Do's for an interview.
  - ✓ Dress formally.
  - ✓ Ask for clarification if you don't understand the question.
  - ✓ Take care of personal grooming and cleanliness.
  - ✓ Reply to question in positive manner.
  - ✓ Reach 10-15 mins early for an interview.
- Don'ts for an interview.
  - ✓ Don't stay up late at night.
  - ✓ Don't over eat or consume carbonated soft drinks.
  - ✓ Don't feel nervous.
  - ✓ Don't take a seat until you are offered one.
- Negotiation technique – Put yourself in the other person's shoes and consider how they would react to your proposal.
- Commonly asked questions in an interview.
  - ✓ Tell me something about yourself?
  - ✓ Why should we hire you?
  - ✓ What are your strengths?
  - ✓ What are your weaknesses?
  - ✓ What is your career objective?
  - ✓ Where do you see yourself in five years down the line?
- Use SMART approach – Specific, Measurable, Attainable, Relevant and Timely.

### Learn Corporate Etiquette

- Business etiquette – All rules that one has to follow when in a business environment.
- During presentation or a meeting, do listen to the speaker carefully.
- Personal hygiene should be maintained.

- Do's in internet etiquette.
  - ✓ Respond emails on time.
  - ✓ Use proper greeting and complimentary close in your email.
  - ✓ Choose right language when giving feedback on an online forum.
- Don'ts in internet etiquette.
  - ✓ Do not make fun of people on social networking sites.
  - ✓ Do not spam others email ids/social media ids with chain mails.

### **Write Effective Emails**

- Email – Information sent electronically between two or more people over a network.
- Structure of Email.
- Some good opening lines for a mail.
  - ✓ I write this with reference to advertisement...
  - ✓ Further to our discussion, I am sending you...
  - ✓ With reference to the mail trail...
- Some good concluding lines for a mail.
  - ✓ If you require any further information, please contact me.
  - ✓ Requesting you to look into this and suggest changes.
  - ✓ I look forward to your reply.
- Do's of email etiquette.
  - ✓ Use a strong subject line.
  - ✓ Keep email short.
  - ✓ Make sure the attachments are in the right format.
- Don'ts of email etiquette
  - ✓ Don't use all uppercase or lowercase sentences.
  - ✓ Don't use one-word responses.
  - ✓ Don't call as soon as you send the message.

Date:	20/05/2020	Name:	Abhishek M Shastry K
Course:	The Python Mega Course: Build 10 Real World Applications	USN:	4AL17EC002
Topic:	1] List Comprehensions 2] More on Functions 3] File Processing 4] Imported Modules	Semester & Section:	6 <sup>th</sup> 'A'
Github Repository:	AbhishekShastry-Courses		

## AFTERNOON SESSION DETAILS

### Image of session

The screenshot shows the Udemy course page for 'The Python Mega Course: Build 10 Real World Applications'. The main heading is 'Summary: Imported Modules'. Below it, a text block states: 'In this section you learned that:'. A bulleted list follows:

- **Builtin objects** are all objects that are written inside the Python interpreter in C language.
- **Builtin modules** contain builtins objects.
- Some builtin objects are not immediately available in the global namespace. They are parts of a builtin module. To

On the right side, there is a 'Course content' sidebar showing a list of sections and lessons. The current section is 'Section 12: Imported Modules' (5 / 5 | 24min). The lessons listed are:

- 79. Builtin Modules (6min)
- 80. Standard Python Modules (9min)
- 81. Third-Party Modules (6min)
- 82. Third-Party Module Example (3min)
- 83. Summary: Imported Modules (1min)

Below the sidebar, there are sections for 'Section 13: Application 1: Build an Interactive English Dictionary' (1 / 16 | 1hr 3min) and 'Section 14: Project Exercise with Python and MySQL: Interactive En...' (0 / 3 | 14min).

The screenshot shows a Visual Studio Code editor with a Python script named 'basic.py' open. The script is a loop that checks for the existence of 'fruits.txt' and 'temps\_today.csv' files. If they exist, it reads their contents and prints them. If they don't exist, it prints a message and sleeps for 10 seconds.

```

233 while True:
234     if os.path.exists("fruits.txt"):
235         with open("fruits.txt") as myfile:
236             print(myfile.read())
237     else:
238         print("File does not exist")
239     time.sleep(10)"""
240
241 import time
242 import os
243 import pandas
244 while True:
245     if os.path.exists("temps_today.csv"):
246         with open("temps_today.csv") as myfile:
247             data = pandas.read_csv("temps_today.csv")
248             print(data.mean())
249     else:
250         print("File does not exist")
251     time.sleep(10)

```

The terminal output shows the following:

```

dtype: float64
st1 28.500000
st2 29.233333
dtype: float64
Traceback (most recent call last):
  File "basic.py", line 251, in <module>
    time.sleep(10)
KeyboardInterrupt
PS D:\Udemy_python>

```

The terminal also shows the output of the script, which is a list of temperatures for 'st1' and 'st2'.

```

1 st1,st2
2 26.5,27.7
3 28.5,29.4
4 30.5,30.6

```

## Report

### List Comprehensions

- Usage of a simple list comprehension.
- Usage of a list comprehension with if conditionals.
- Usage of a list comprehension with if-else conditionals.
- Program to replace element in the list with zero using if-else condition.
- Using for loop and if-else condition in a single line.

### More on Functions

- Usage of functions with multiple arguments and parameters.
- Difference between keyword and non-keyword arguments – In keyword arguments we assign value to variables and pass it to the function, but in non-keyword arguments only values are passed to the function.
- Default and non-default parameters.
- An **\*args** parameter allows the function to be called with an arbitrary number of non-keyword arguments.

### File Processing

- To read an existing file with Python using **open ()** function and **read ()** method.
- To create a new file with Python and write some text on it using **write ()** method.
- To append text to an existing file without overwriting it using **write ()** and **"a"** method.

### Imported Modules

- Usage of python built-in modules.
- Built-in objects are all objects that are written inside the Python interpreter in C language. Built-in modules contain built-ins objects.
- Standard libraries are jargons that includes both built-in modules written in C and also modules written in Python.
- Usage of third-party libraries like pandas in python.