DAILY ASSESSMENT REPORT

Date:	**18/05/2020**	**Name:**	**Abhishek M Shastry K**
Course:	**Career Edge - Knockdown the Lockdown**	**USN:**	**4AL17EC002**
Topic:	**1] Communicate to Impress** **2] Deliver Presentations with Impact** **3] Develop Soft Skills for the Workplace**	**Semester & Section:**	**6th 'A'**
Github Repository:	**AbhishekShastry-Courses**		

FORENOON SESSION DETAILS
Image of session

Report

Communicate to Impress

- Communication is an act of transferring information from one person to another.
- Types of communication - verbal, non-verbal, visual and written.
- Communication process.
- Barriers in communication - physical, cultural, gender, psychological, perceptual, and language.
- Non – verbal communication plays important role than the verbal communication.
- Non-verbal communication includes facial expressions, paralanguage, gestures, posture, eye-contact and appearance.
- Verbal communication includes face to face, written and telephonic communications.
- For effective communication – Maintain eye-contact, dress for the occasion, speak with clarity, right tone of voice, positive gesture, etc.
- Avoid checking your phone while conversing, speaking rudely, slouching and looking nervous, etc.
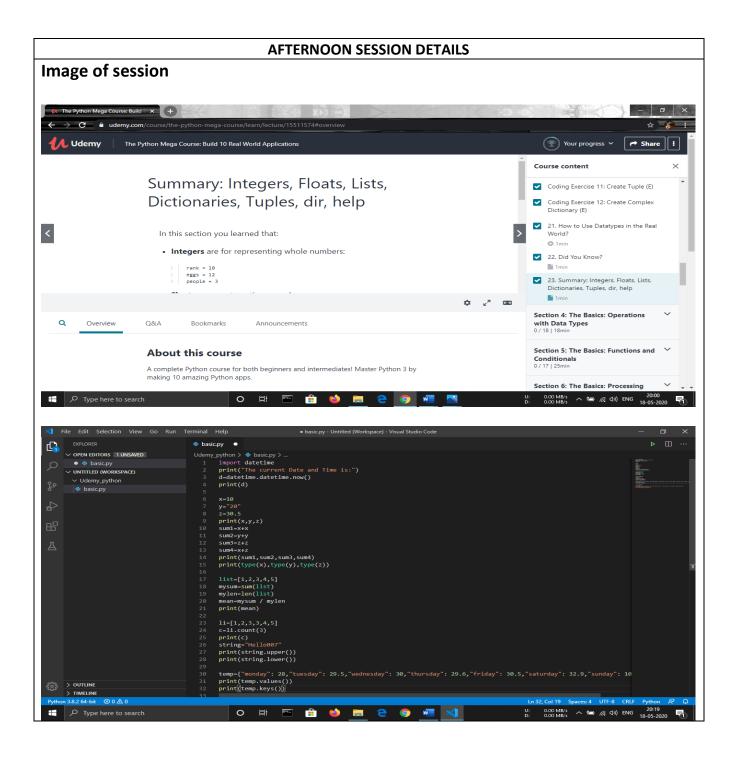
Deliver Presentations with Impact

- For effective presentation go through 5W's – What, Who, Why, Where and When.
- Keep number of slides to minimum.
- Use single word or sentence to elaborate the topic.
- Jargon and Slang should be avoided.
- Add few images per slide.
- Use powerful quotations and give credit to the authors.
- The size and font type should be readable.
- Caps lock words or sentences are considered shouting in internet language.
- Use templates matching the need of the topic.
- Do not use unnecessary sound and animation to the slides.
- Use visual aids like graphs, charts, etc.
- Do not use dark background with dark text and vice versa.

- Methodologies in presenting are formal conference, knowledge transfer, team meeting and brain storming.
- Before presenting keep handouts ready, check seating arrangements, etc.
- During presentation maintain time, maintain eye-contact, be aware of body language, etc.
- While presenting don't read directly from slides, don't use too much jargon, don't use too many short forms, don't be rooted to one place, etc.

Develop Soft Skills for the Workplace

- Soft skills are difficult to quantify and measure.
- Soft skills include communication skill, time management, negotiation skills, critical thinking, self- confidence, business etiquette, goal setting and team work.
- Soft skill helps to express thoughts, work in a team, builds confidence, etc.
- Hard skills are tangible and soft skills are intangible.
- Soft skills apply to all sectors of work.

Date:	18/05/2020	Name:	Abhishek M Shastry K
Course:	The Python Mega Course: Build 10 Real World Applications	USN:	4AL17EC002
Topic:	1]Introduction 2] The Basics: Small Program 3] The Basics: Data Types	Semester & Section:	6th 'A'
Github Repository:	AbhishekShastry-Courses		

AFTERNOON SESSION DETAILS

Image of session

Report

Introduction

- **Preview of the 10 apps to be built.**

- **Tools that are needed to be installed – python and visual studio code.**

The Basics: Small Program

- **First python code.**

- **Program to display current date and time.**

- **How to use terminal in the IDE.**

The Basics: Data Types

- **Usage of variable in python.**

- **Simple data types – Integers, strings and float.**

- **Usage of lists in python.**

- **Usage of range in python.**

- **Usage of dictionary in python.**

- **Usage of tuples in python.**

- **Usage of data types in real world.**

- **Coding exercise.**