DAILY ASSESSMENT REPORT

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

FORENOON SESSION DETAILS

Image of session

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.

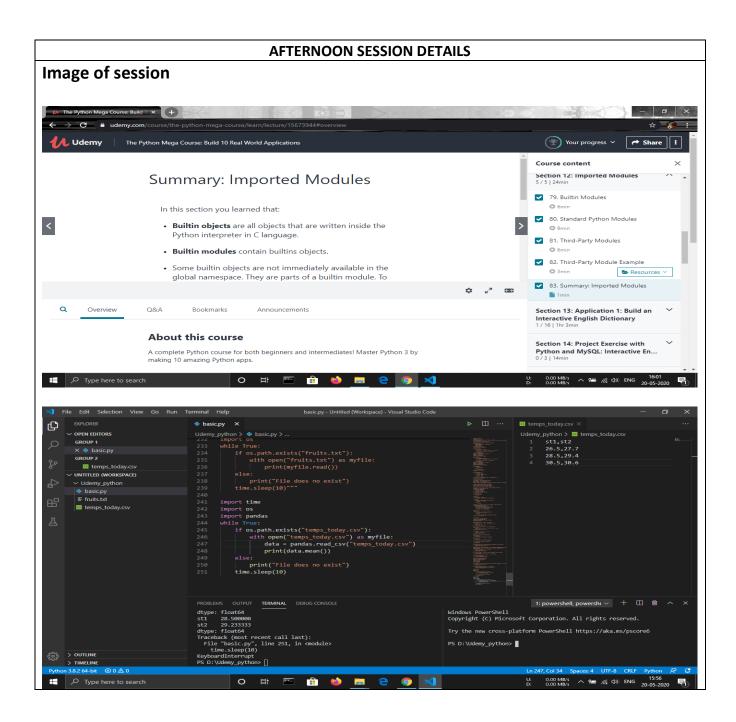**Learn Corporate Etiquette**

- 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:	6th 'A'
Github Repository:	AbhishekShastry-Courses		

AFTERNOON SESSION DETAILS

Image of session

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.