**DAILY ASSESSMENT FORMAT**

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| **Date:** | **21-05-2020** | **Name:** | **Akshata Ningappa Madiwalar** |
| **Course:** | **TCS** | **USN:** | **4AL17EC046** |
| **Topic:** | **Ace corporate interviews**  **Learn corporate etiquette**  **Write effective emails** | **Semester & Section:** | **6th sem & 'A' sec** |
| **Github Repository:** | **Akshata-Course** |  |  |

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| **FORENOON SESSION DETAILS**  **LEARN CORPORATE TELEPHONE ETIQUETTE**  For good first impression remember **APEND** i.e., Be **A**lert, **P**leasant, **E**xpression, **N**atural and **D**istinctive.  Attend and make calls in a professional manner.  Create a good first impression.  Observe good telephone etiquette.  Use appropriate phrases and expressions.  Speak with clarity over the phone.  Take messages for others, put calls on hold or arrange for call backs.  Take or give voice mail messages.  Avoid negative expressions.  **UNDERSTANDING ACCOUNTING FUNDAMENTALS**  Accounting is a system which collects and processes financial information of a business.  Business transaction includes – identifying, recording, classifying, summarizing, analyzing, interpreting and communicating.  Double entry system is that each amount is recorded at least in two accounts.  A journal is the process of making entries in the book.  A ledger is a principal book containing all the accounts.  Liabilities are loan payable, interest payable, accounts payable, deferred income and outstanding expenses.  Accounts can be classified as assets, liabilities, capital, incomes and expenses.  **GAIN FOUNDATION SKILLS IN IT**  Understanding the functionalities if the operating systems such as memory management, process management, file system management, device management.  Enhance problem solving skills.  Improve office etiquette, email and telephone etiquette.  Manage time at work using time management.  Work in teams with assertiveness and resolving conflicts.  Create the work breakdown structure |
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| **Date:** | **21-05-2020** | **Name:** | **Akshata Ningappa Madiwalar** | |
| **Course:** | **Python** | **USN:** | **4AL17EC046** | |
| **Topic:** | **1] Application 1: Build an Interactive English Dictionary**  **2] Project Exercise with Python and MySQL: Interactive English Dictionary**  **3] Data Analysis with Pandas** | **Semester & Section:** | **6th sem & 'A' section** | |
| **AFTERNOON SESSION DETAILS** | | | |
| Report  Application 1: Build an Interactive English Dictionary  Python code to create an interactive English dictionary.  Json module is used, which is a dictionary of English expression and definition.  To load json data file to python code using load () method.  To modify output of python code, if entered word is not present in json data file.  Since most of the words in json data file are in lower case, convert entered word to lower case using lower () method of strings.  If the entered word does not match with the json file, the get\_close\_matches () function in difflib module is used which recommends best matches.Project Exercise with Python and MySQL: Interactive English Dictionary  If the json file is of large size, then it will cost more time while executing the python code.  To overcome this difficulty MySQL database is used where data are stored in the database.  In the database dictionary table is used which contains two columns, expression and definition.  For python to interact with mysql database, mysql.connector library is used.Data Analysis with Pandas  Pandas library is used to analyze data present in different file formats.  Jupyter note book is used for running python scripts, since it is a better IDE for data analysis using python.  Loading file of different file formats using pandas.  File.csv using pandas.csv\_read () function.  File.txt using pandas.csv\_read () function.  File.excel using pandas.excel\_read () function.  File.Json using pandas.json\_read () function.  Using pandas to set header row, set column names, set index column, indexing and slicing, deleting columns and rows, updating and adding new columns and rows, etc. are done. | | | |
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