**DAILY ASSESSMENT FORMAT**

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| **Date:** | **19/05/2020** | **Name:** | **Akshay** |
| **Course:** | Career Edge - Knockdown the Lockdown : Batch 01 | **USN:** | **4AL17EC008** |
| **Topic:** | **- Gain Guidance from Career Gurus**  **-Write a Winning Resume and Cover Letter**  **- Stay Ahead in Group Discussions** | **Semester & Section:** | **6th**  **A** |
| **Github Repository:** | **Akshay-**  **Online-course** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Report –**  **Carrer guidance frame**  **-Intense competition**  **-Talent acquisition**  **-Employable skills**  **-Employment outlook**  **Pillers to get headstart**  **-Clarity of thoughts**  **-Access and vialibity**  **-Early preparation**  **-Compelling resume**  **-carcking Interview**  **Resume pepare and cover letter**  **-Structure of resume**  **-Contact details**  **-Objective**  **-Education**  **-Skills**  **Types of resume**  **-Chronical resume**  **-Functional resume**  **-Combination resume**  **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.** |

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| **Date:** | **19/05/2020** | **Name:** | **Akshay** | |
| **Course:** | **Python Mega course** | **USN:** | **4al17ec008** | |
| **Topic:** | **- The Basics: Operations with Data Types**  **- The Basics: Functions and Conditionals**  **- The Basics: Processing User Input**  **- The Basics: Loops**  **- Putting the Pieces Together: Building a Program** | **Semester & Section:** | **6 A** | |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session** | | | |
| **Report –**  **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.** | | | |