**DAILY ASSESSMENT REPORT**

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| **Date:** | **20/05/2020** | **Name:** | **Akshay** |
| **Course:** | **Career Edge - Knockdown the Lockdown** | **USN:** | **4AL17EC008** |
| **Topic:** | **1] Ace Corporate Interviews**  **2] Learn Corporate Etiquette**  **3] Write Effective Emails** | **Semester & Section:** | **6th ‘A’** |
| **Github Repository:** | **Akshay-Online-Courses** |  |  |

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| **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.** |

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| **Date:** | **20/05/2020** | **Name:** | **Akshay** | |
| **Course:** | **The Python Mega Course: Build 10 Real World Applications** | **USN:** | **4AL17EC008** | |
| **Topic:** | **1] List Comprehensions**  **2] More on Functions**  **3] File Processing**  **4] Imported Modules** | **Semester & Section:** | **6th ‘A’** | |
| **Github Repository:** | **Akshay-Online-Courses** |  |  | |
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| **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.** | | | |