

Understand How to Apply Corporate Strategies					
Total Cases	Total Deaths	Planned Cases	Deaths	Next Steps	What You Need to Know About the Environment
10.0	4.0	01	10.0%	10.0%	10.0%
No News					
Planned Cases		Planned Deaths		Next Steps	What You Need to Know About the Environment
10.0%		10.0%		10.0%	10.0%

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May 20

TCS 10N career edge.

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HALICECOOG.

Ace corporate interview, learn corporate etiquettes
write effective resume.

1) Ace corporate interview:

- 1) Identify your "Hook" most hiring managers interview a lot of people.
2. Know the essence of the job you're applying for.
3. Know the company.
4. Prepare a list of follow-on questions.
5. Practice.
6. Dress appropriately.
7. Be thoroughly prepared.
8. Update your resume.
9. Be aware of body language.

2) Learn corporate etiquettes

Business etiquette can be defined as all the rules that one has to follow where is a business environment.

- Business codes are used to build contact list
- Using foul language is not appropriate.

3) Write effective resume.

- Important to maintain business communication.
- Structure of email should contain:
Address field, subject, body of the email, complimentary.

1. Write a meaningful subject line.

2. Keep the message focused.

3. Avoid attachments.

4. Identify yourself clearly.

5. Be kind, don't flame.

6. Proofread.

7. Don't assume privacy.

8. Distinguish b/w formal and informal situations.

9. Respond promptly.

10. Show respect and restraint.

Group discussion,

1) Points to remember in group discussion.

2) Clarity.

3) Body language.

4) Listening.

5) ~~Have~~ Tone of voice.

6) Appropriate language.

7) Courtesy.

8) Confidence.