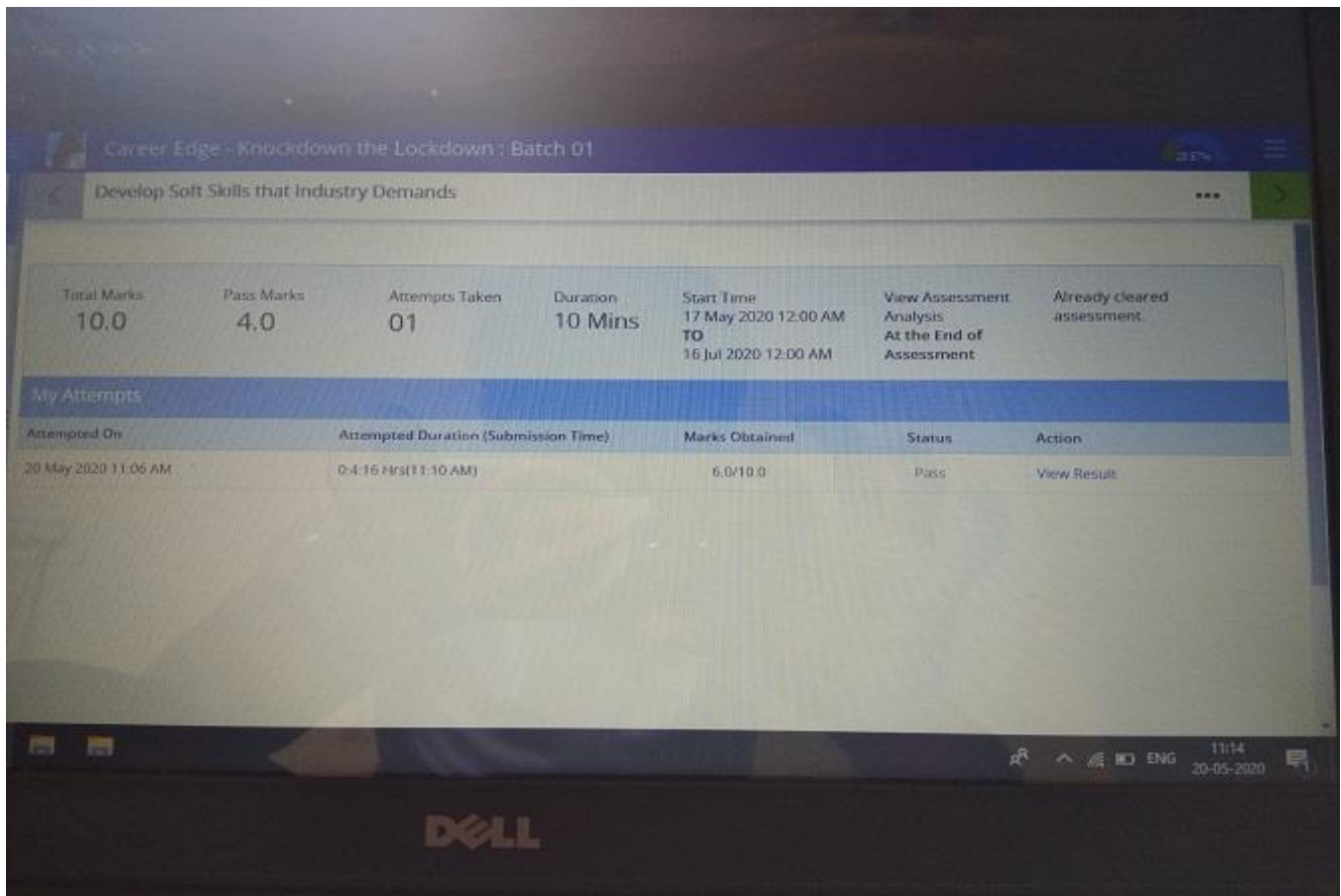


## DAILY ASSESSMENT FORMAT

Date:	20-05-2020	Name:	Archana C J
Course:	TCS ION	USN:	4AL16EC007
Topic:	Develop soft skills	Semester & Section:	8 <sup>th</sup> sem 'A'sec
Github Repository:	Archana-c-j		

### FORENOON SESSION DETAILS

#### Image of session



day-3

Develop soft skill that industry demands

Develop soft skill that industry demands we will understand the importance of maintaining a healthy relationship in a work environment and how to differentiate between soft skill and hard skill.

Soft skill

Soft skill are people skills that are difficult to quantify and measure. These skills help you maintain healthy relationships

Soft skills are

- Communication skills

- Time management

- Negotiation skills

- Critical thinking

- Self confidence

- Business etiquette

- Goal setting

- Team work

Importance of soft skills

- Express thoughts

- Work in a team

- Interview handling

- Self-awareness

- Learning and sharing

- Interpersonal skills

In my first session today I have studied about the Ace corporate interviews, Etiquette and how to make effective emails professionally.

Ace corporate interviews:

Having a great resume is only a start. A great resume will not get the job. Employers use resumes as a front-end screen of a candidate's education level and skills to decide who they want to bring in to interview.

Getting the job offer comes from successfully interviewing, when the hiring manager decides you would be a good fit for their company and you are someone with whom they would want to work. There are some basic rules of a job interview that can cast you in a favorable light and leave a strong impression with potential employers.

1. Be prepared.

Come prepared with as much information about the company and industry as possible. Prepare questions of your own. Good job candidates want to know that the company to which they are applying is a good personal fit as well.

2. Be confident.

Begin introductions with a firm but not overpowering handshake. No one likes having their hand put in a vice.

3. Be engaging.

Make eye contact often—a must. It shows confidence and connects you with the interviewer.

Remember the interviewer's name, and use it during the interview to stay engaged.

4. Be careful.

Think before you speak! This might be the only chance you get to convince a prospective employer

that you are the right person for the job. Your answers during the interview are as important as the

image you cast.

5. Be outgoing.

Don't underestimate the power of a personal connection. If you can connect with your interviewer in

a personal way, they may think you would be an enjoyable person to have in the office or on the

team.

The following guidelines will give you a general idea of professional attire:

**WOMEN:**

Suits or coordinating jacket and skirt or dress outfits are the most impressive look.

Choose subdued colors rather than loud tones.

Skirts or dresses should be a conservative length.

Heels should be no higher than 2 inches. Stockings/pantyhose should be neutral and have no

runs or snags.

Keep make-up to a minimum, and avoid flashy, excessive jewelry. Remember that professional attire is not the same thing as social/evening wear.

Non-professional Interviews: A conservative pantsuit or coordinating jacket and blouse with

slacks or a skirt.

## MEN:

A dark navy or gray suit is preferable to other colors; pinstripe is fine.

If you do not own a suit, dress slacks and a coordinating jacket will suffice.

A tie with your outfit is a must for a professional image. Hairstyles that are conservative are essential in a business environment.

Shoes should be polished or shined. Wear no jewelry other than a wedding or a college ring, if applicable.

If you have a beard, it should be neat and trimmed. Do not go to an interview with an “inbetween” look.

Non-professional Interviews: A sports jacket with or without tie and nice slacks. A suit is not needed.

## Effective Emails :

The average office worker receives around 80 emails each day. With that volume of mail, individual messages can easily get overlooked. Follow these simple rules to get your emails noticed and acted upon.

1. Don't overcommunicate by email.
2. Make good use of subject lines.
3. Keep messages clear and brief.

## PYTHON COURSE DAY-03

The screenshot displays a Udemy course page for "The Python Mega Course: Build 10 Real World Applications". The main content area shows a code editor with a file named "Volcanoes.txt" containing a list of volcanoes with their coordinates. The code editor is running a Python script that reads the file and prints the data. The right sidebar shows the course content list with 139 lessons. The bottom of the page shows a Windows taskbar with the search bar and various application icons.

**Course content**

- 131. Adding Points from Files (13min)
- 132. Popup Windows on Map (5min)
- 133. HTML on Popups (1min)
- 134. Color Points (8min)
- 135. Add and Style Points (Practice) (1min)
- 136. Tip: Add and Style Points (1min)
- 137. Solution (2min)
- 138. GeoJson Data (6min)
- 139. Adding a GeoJson Polygon Layer (3min)

**About this course**

A complete Python course for both beginners and intermediates! Master Python 3 by making 10 amazing Python apps.

In this section I learned that:

I can read an existing file with Python:

with open("file.txt") as file:

```
    content = file.read()
```

I can create a new file with Python and write some text on it:

with open("file.txt", "w") as file:

```
    content = file.write("Sample text")
```

can append text to an existing file without overwriting it:

with open("file.txt", "a") as file:

```
    content = file.write("More sample text")
```

I can both append and read a file with:

with open("file.txt", "a+") as file:

```
    content = file.write("Even more sample text")
```

```
    file.seek(0)
```

```
    content = file.read()
```

Builtin objects are all objects that are written inside the Python interpreter in C language.

Builtin modules contain builtins objects.

Some builtin objects are not immediately available in the global namespace. They are parts of a builtin module. To use those objects the module needs to be imported first.

E.g.:

```
import time
```

```
time.sleep(5)
```

A list of all builtin modules can be printed out with:

```
import sys
```

```
sys.builtin_module_names
```

Standard libraries is a jargon that includes both builtin modules written in C and also modules written in Python.

Standard libraries written in Python reside in the Python installation directory as .py files. You can find their directory path with `sys.prefix`.

Packages are a collection of .py modules. learnt how to load Excel (.xlsx) files in Python with pandas. Pandas may require the xlrd library as a dependency. If you get an error such as `ModuleNotFoundError: No module named 'xlrd'`, you can fix the error

by installing xlrd:

```
pip install xlrd
```

or

```
pip3 install xlrd
```

Third-party libraries are packages or modules written by third-party persons (not the Python core development team).

Third-party libraries can be installed from the terminal/command line:

Windows:



pip install pandas or use python -m pip install pandas if that doesn't work.

Mac and Linux:

pip3 install pandas or use python3 -m pip install pandas if that doesn't work.