**DAILY ASSESSMENT FORMAT**

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| **Date:** | **18/05/2020** | **Name:** | **Archana H N** |
| **Course:** | **TCS ION** | **USN:** | **4AL18EC007** |
| **Topic:** | **1.Communicate to express**  **2.Deliver presentation with impact**  **3.Develop soft skills for workplace** | **Semester & Section:** | **4th sem A section** |
| **Github Repository:** | **Archana-courses** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session**  **C:\Users\Lenovo\Downloads\IMG_20200518_191215.jpg** |
| **Report :**  **1.Communicate to express:**   * **Communication involves: Intonation, action, body language, facial expressions, non-verbal communication devices.** * **Objective: learn to communicate effectively using a combination of verbal and non-verbal communication method.** * **Why communication skills? “If you improve your communication skills, I guarantee you will earn fifty percent more money over your lifetime.”-Warren Buffett** * **Importance of communication-Communication is an act of sending information from one person to another.** * **Types: verbal, non-verbal, visual, written.** * **Process of communication: Sender→ encoder→ channel →decoder→ receiver** * **Barrier of communication types: perceptual, physical, cultural, gender, language.** * **Effective communication: Do Avoid** * **Maintain eye contact Checking your phone** * **Dress for occasion Speaking rudely** * **Speak with clarity Looking disinterested** * **Right tone of voice Dressing shabbily**   **2. Deliver presentation with impact:**   * **Designing effective presentation: Before creating a presentation go through 5W’s – What, Who, Why, Where, When.** * **Number of slides should be less in the presentation.** * **Fewer words should be used.** * **Simple language should be used.** * **Few images per slides should be maintained.** * **Effective use of Quotations and credit to the author should be given.** * **The final slide should contain gratitude and the question tags.** * **Readable font.** * **Plan- based on audience, purpose, time table and content.**   **3. Develop soft skills for workplace:**   * **Soft skills- Are people skills that are difficult to qualify and measure. These skills help us to maintain healthy relationship.** * **Importance of soft skills: communication, time management, negotiation, critical thinking, self confidence, business etiquette, goal setting, team work.** * **We should recognize the needs of soft skills.** * **Difference of Hard and Soft skills.** * **Acquiring soft skills: “Soft skills get little respect but will make or break your career” by Peggy Klaus.** |

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| **DAILY ASSESSMENT FORMAT**   |  |  |  |  | | --- | --- | --- | --- | | **Date:** | **18/05/2020** | **Name:** | **Archana H N** | | **Course:** | **Python** | **USN:** | **4AL18EC007** | | **Topic:** | **1. Small program**  **2. Data types**  **3. Operation with data types**  **4. Function and conditions**  **5. Processing user input**  **6. Loops**  **7. Putting the Pieces Together** | **Semester & Section:** | **4th sem A sec** | | **Github Repository:** | **Archana-courses** |  |  | |  |  |  | |
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| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session**  **C:\Users\Lenovo\Downloads\IMG_20200518_201015.jpg** | | | |
| **Report :**   1. **Introduction: In this introduction part we learnt importance of python and where the python is used in daily life, what are the tools of python and how to install the tools to the computer python programs as written files** 2. **The Basic small program: In this how to do python code that is to print date and time.**   **Import date time – print(“ date and time is”, date time )**   1. **The Basics: Data type like variables, ranges, type attribute, dictionary type.**  * **Integers: represent rank=10** * **Floats: represent temperature=10.2** * **String: represent name=John**  1. **The Basic: Operation with data type: In this topic I learnt lists , strings have a position index system and negative index system.** 2. **The Basic Function and condition: Here it is about if condition are met at the same time using an operation, and to write condition blocks, condition block of multiple condition.** 3. **The Basic processing user input: Here we learnt about string formatting, python program can get user input via the input function.** 4. **The Basic Loops: loops can call any function multiple times For loops are using for execution a command over a large number of times and we can use loops over dictionary keys.** 5. **Putting the pieces together: Building a program in this topic learnt about problem statement, approaching the problem, building the maker function, constructing the loop and making the output user-friend.** | | | |