**DAILY ASSESSMENT FORMAT**

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| **Date:** | **20/05/2020** | **Name:** | **Bhavana B** |
| **Course:** | **TCS ION** | **USN:** | **4AL18EC009** |
| **Topic:** | **1.Ace Corporate Interview**  **2.Learn Corporate Etiquette**  **3.Write Effective Emails** | **Semester & Section:** | **4th sem A section** |
| **Github Repository:** | **Bhavana-b** |  |  |

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| **FORENOON SESSION DETAILS** | | | |
| **Image of session**  **C:\Users\Lenovo\Downloads\Screenshot_2020-05-20-12-55-57-30.png** | | | |
| **Report :**   1. **Ace Corporate Interview :**  * **What is an Interview?**   **Interview is a widely used process of screening application for jobs.**  **According to Gary Dessler, “An interview is a procedure designed to obtain information from a person’s oral response to oral inquiries.”**  **According to Bovee and Thill,” An interview is any planned conversation with a specific**  **purpose involving two or more people.**     * **Negotiation Skills :**   **The main purpose of negotiating is to get closer to your objectives. As people say, “Negotiation is all about a win-win situation.”**   * **The importance of an interview.** * **The skills and expertise an interview requires.** * **The engagement rules of a face-to-face interview.** * **To answer the interview question effectively.** * **The Do’s and Don’ts of an effective interview.** * **To develop a good opening and closing interview strategy.** * **To recognize your strengths weaknesses.** * **To gather general information about the organization that has called you for an interview.**  1. **Learn Corporate Etiquette:**      * **What is Business Etiquette ?**   **Business etiquette can be defined as all the rules that one has to follow when in a business environment.**   * **Basic Rules-** * **Greeting** * **Business Cards** * **Space** * **Introductions** * **In a meeting** * **Language** * **Personal Details** * **Personal Hygiene** * **At the Cafeteria** * **Dressing**      * **Cubicle Etiquette:** * **Internet Etiquette:** * **Meeting Etiquette:** * **Business Etiquette is essential to build healthy professional relationships.** * **Basic rules should be followed irrespective of your position.** * **Courtesies should be followed at the door and elevator.**  1. **Write Effective Emails:**  * **What is an Email?**   **Email is the short from for Electronic Mail. It is the information sent electronically between two or more people over a network. It involves a sender and receiver.**   * **To write an email using the structure of an Email.** * **To write an effective subject line and text.** * **To use correct spellings and grammar.** * **The Do’s and Don’ts of Email Writing.** * **To follow your company’s Email policy.** | | | |
| **Date:** | **20/05/2020** | **Name:** | **Bhavana B** |
| **Course:** | **PYTHON** | **USN:** | **4AL18EC009** |
| **Topic:** | **1.Application 1 : Build an Interactive English Dictionary** | **Semester & Section:** | **4th sem A section** |
| **Github Repository:** | **bhavana-b** |  |  |

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| **AFTERNOON SESSION DETAILS** |
| **Image of session**  **C:\Users\Lenovo\Downloads\Screenshot_20200520-171040.png** |
| **Report :**   1. **Application 1 : Build an Interactive English Dictionary:**  * **How the output look like when we want the meaning of a word in python dictionary teaching.** * **Interfacing the data is just like a python dictionary** * **How to load the data to the python dictionary.** * **How to returning the definition of word using python program.** * **How to do best matches out of a list of words in a sequence or in the list of keys.** * **Program returns the definition of acronyms by astering the program.** |