**DAILY ASSESSMENT FORMAT**

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| **Date:** | **21/05/2020** | **Name:** | **DHAMINI C L** |
| **Course:** | **TCS ION LEARNING** | **USN:** | **4AL17EC025** |
| **Topic:** | **Write Effective Emails**  **Learn corporate telephone etiquette**  **Understand accounting fundamentals**  **Gain foundation skills in IT** | **Semester & Section:** | **6TH & A** |
| **Github Repository:** | **DHAMINI-CL-Course** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Report – Report can be typed or hand written for up to two pages.**  **LEARN CORPORATE TELEPHONE ETIQUETTE**   * For good first impression remember **APEND** i.e., Be **A**lert, **P**leasant, **E**xpression, **N**atural and **D**istinctive. * Attend and make calls in a professional manner. * Create a good first impression. * Observe good telephone etiquette. * Use appropriate phrases and expressions. * Speak with clarity over the phone. * Take messages for others, put calls on hold or arrange for call backs. * Take or give voice mail messages. * Avoid negative expressions. * Accounting is a system which collects and processes financial information of a business. * Business transaction includes – identifying, recording, classifying, summarizing, analyzing, interpreting and communicating. * Double entry system is that each amount is recorded at least in two accounts. * A journal is the process of making entries in the book. * A ledger is a principal book containing all the accounts. * Liabilities are loan payable, interest payable, accounts payable, deferred income and outstanding expenses. * Accounts can be classified as assets, liabilities, capital, incomes and expenses. |

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| **Date:21/5/2020** |  | **Name: DHAMINI C L** |  | |
| **Course:PYTHON** |  | **USN:4AL17EC025** |  | |
| **Topic:BASIC OF FUNCTION** |  | **Semester & Section:6TH A SEC** |  | |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session** | | | |
| **Report – Report can be typed or hand written for up to two pages.**  You can define functions to provide the required functionality. Here are simple rules to define a function in Python.   * Function blocks begin with the keyword **def** followed by the function name and parentheses ( ( ) ). * Any input parameters or arguments should be placed within these parentheses. You can also define parameters inside these parentheses. * The first statement of a function can be an optional statement - the documentation string of the function or *docstring*. * The code block within every function starts with a colon (:) and is indented. * The statement return [expression] exits a function, optionally passing back an expression to the caller. A return statement with no arguments is the same as return None.   Defining a function only gives it a name, specifies the parameters that are to be included in the function and structures the blocks of code.  Once the basic structure of a function is finalized, you can execute it by calling it from another function or directly from the Python prompt. | | | |