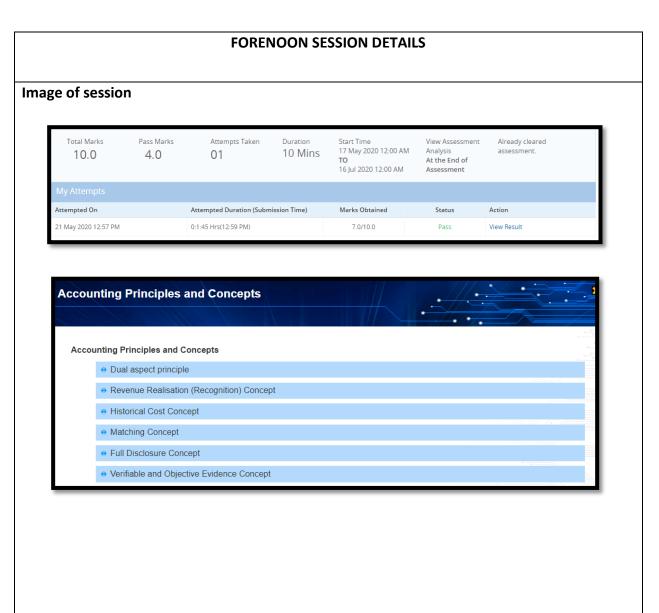
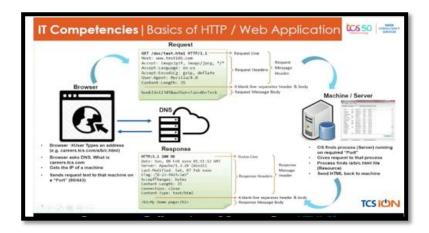
DAILY ASSESSMENT FORMAT

Date:	21/05/2020	Name:	Davis S. Patel
Course:	TCS ION	USN:	4AL16EC045
Topic:	Learn Corporate Telephone Etiquette Understand Accounting Fundamentals Gain Foundational Skills in IT	Semester & Section:	8 th - A
Github Repository:	Davis		







Report -

Learn Corporate Telephone Etiquette

In this online course on Learn Corporate Telephone Etiquette I learn that what we say, how much we say and how we say plays an important role in the impression we create on the listener. Through this module I learn important guidelines to be followed for effective corporate telephonic communication.

Throughout this course I learned following things –

Attend & 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.

Do's of Telephone Etiquette

Identify yourself to the caller at the beginning of the call.

Answer the call within 2 rings, with a smile.

Help the caller by providing correct information or transferring the call to the correct person/department.

Be courteous and respectful to the caller.

Use considerate phrases.

Be as helpful as you can.

Don'ts of Telephone Etiquette

Don't bluff.

Don't speak negatively.

Don't sound weary.

Don't be impatient and rude.

Don't leave the caller on hold for long.

Telephone Courtesies

Speak with enthusiasm.

Use the caller's name if s/he is a known person.

Be soft and polite.

Avoid chewing gum while talking.

Avoid putting the caller on hold unnecessarily.

End the conversation with a positive note.

Hang up on the caller gently.

Understand Accounting Fundamentals

Basics of Accounting -

Accounting is the practice of recording and reporting on business transactions. System of record keeping - First, there must be a rational approach to record keeping. This means setting up accounts in which information is stored. Accounts fall into the following classifications:

- Assets These are items purchased or acquired, but not immediately consumed.
 Examples are accounts receivable and inventory.
- Liabilities These are obligations of the business, to be paid at a later date.
 Examples are accounts payable and loans payable.
- Equity- This is assets minus liabilities, and represents the ownership interest of the owners of the business.
- Revenue- This is the amount billed to customers in exchange for the delivery of goods or provision of services.

Expenses- This is the amount of assets consumed during the measurement period.
 Examples are rent expense and wages expense.

Gain Foundational Skills in IT

Foundational skills are the fundamental, portable skills that are essential to conveying and receiving information that is critical to training and workplace success. These skills are fundamental in that they serve as a basis - the foundation for supporting additional operations/tasks and learning. Reading a manual, listening to instructions, writing a memo, and working well in a team are all examples of using foundational skills on the job. Foundational skills are important across a wide variety of jobs, both skilled and professional. They are also necessary to learn more job-specific knowledge and skills. This is true across a wide variety of skilled and professional jobs.

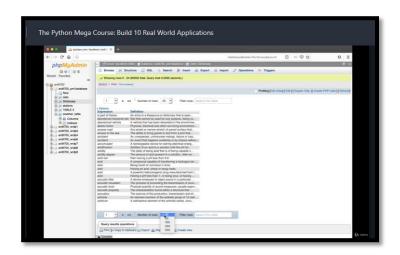
The bottom line is that the importance of foundational skills will only increase. Educators and employers must work together to ensure that workers are prepared for the jobs of today and tomorrow that will keep our nation competitive in the global marketplace.

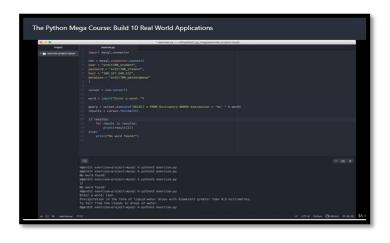
DAILY ASSESSMENT FORMAT

Date:	21/05/2020	Name:	Davis S. Patel
Course:	Python	USN:	4AL16EC045
Topic:	Project Exercise with Python and MySQL: Interactive English Dictionary Data Analysis with Pandas	Semester & Section:	8 th - A
Github Repository:	Davis		

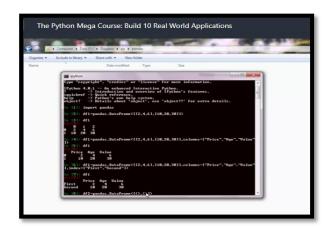
AFTERNOON SESSION DETAILS

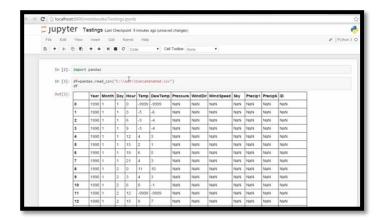
Image of session











Report -

Project Exercise with Python and MySQL: Interactive English Dictionary

Introduction to the App & Making of the App -

Code:

Output -

```
Enter the word: rain
Precipitation in the form of liquid
water drops with diameters greater
than 0.5 millimetres.
To fall from the clouds in drops of
water.
```

In the example we used the following SQL statement in our Python code:

```
query = cursor.execute ("SELECT * FROM Dictionary WHERE Expression = 'rain'")
```

This statement retrieved all the rows of the *Dictionary* table where the value of the column *Expression* was *rain*. The string inside *cursor.execute* () is SQL code that Python sends to the database. That kind of language is understood by the database.

Data Analysis with Pandas -

Installing Pandas

Make sure you have pandas installed. You can install it with pip:

```
pip install pandas or pip3 install pandas
```

Also, in the next lecture, we will use an enhanced Python interactive shell called IPython. IPython is just like the normal shell you get when you run python, but IPython provides better printing for large text. This ability makes IPython suitable for data analysis because the program prints data in a well-structured format. You can install IPython with pip:

```
pip install ipython or pip3 install ipython
```

Loading JSON Files

In the previous lecture you learned that you can load a CSV file with this code:

- 1. import pandas
- 2. df1 = pandas.read_csv("supermarkets.csv")

```
Try loading the supermarkets.json file for this exercise using read_json instead of read_csv.
```

The supermarkets.json file can be found inside the supermarkets.zip file attached in the previous lecture.

The code for loading the supermarkets.json file in Python with pandas would be this:

- 1. import pandas
- 2. df2 = pandas.read_json("supermarkets.json")

The df2 data frame should contain this data:

	ID	Address	City	State	Country	Name	Employees
0	1	3666 21st St	San Francisco	CA 94114	USA	Madeira	8
1	2	735 Dolores St	San Francisco	CA 94119	USA	Bready Shop	15
2	3	332 Hill St	San Francisco	California 94114	USA	Super River	25
3	4	3995 23rd St	San Francisco	CA 94114	USA	Ben's Shop	10
4	5	1056 Sanchez St	San Francisco	California	USA	Sanchez	12
5	6	551 Alvarado St	San Francisco	CA 94114	USA	Richvalley	20

Loading Excel Files

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

Geopy -

Geopy makes it easy for Python developers to locate the coordinates of addresses, cities, countries, and landmarks across the globe using third-party geocoders and other data sources.

Geopy includes geocoder classes for the Open Street Map Nominatim, Google Geocoding API (V3), and many other geocoding services. The full list is available on the Geocoders doc section. Geocoder classes are located in geopy. Geocoders.