**DAILY ASSESSMENT FORMAT**

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| **Date:** | **19/05/2020** | **Name:** | **Dhavala** |
| **Course:** | **TCSion** | **USN:** | **4AL17EC027** |
| **Topic:** | * **Gain Guidance from Career Gurus** * **Write a Winning Resume and Cover Letter** * **Stay Ahead in Group Discussions** | **Semester & Section:** | **6TH SEM & A Section** |
| **Github Repository:** | **Dhavala27** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session**  **Write a Winning Resume and Cover Letter test**    **Stay Ahead in Group Discussions test** |
| **Report**  **Write a Winning Resume and Cover Letter**  In this module I have learnt the importance of a resume, structure of resume, do’s and don’ts of resume writing, writing own resume using the pointers and taught in the session, contents of a cover letter, do’s and don’ts of writing a cover letter, writing own cover letter using the pointers and taught in the session.  **Importance if resume**   * Resume has the power to get you an interview for our dream job. * Organization us the resume to short list candidates. * Resume is the virtual you, it should speak of your passions and career you want to follow.   **Types of resume**  **Chronological resume**  It is most common format used  Starts with our most recent employment and education  **Functional resume**  It is useful for people with fewer years of experience who want to make a career change  It does not focus on job titles and previous employment details  It focusses on knowledge, skills and abilities  **Combinational resume**  Combination of chronological and the functional resume  It lists the date of previous employment  It lists knowledge and specific skills  It is most useful for people who have learnt their skills from unrelated sectors and would like to emphasize it  **Cover letter**  A cover letter is read before our resume is read. So it gives an initial impression of us.  Each cover letter should be tailor made to the job you are seeking  The cover letter tells the employer the job role that you are interested in  A cover letter expresses points that your resume might not cover  Employers believe that an impressive cover letter can be a better indicator than a well structure resume.  **Cover letters must include following points**  Identify your skills relevant to the job profile  Keep it short  Check the formatting of the letter  Always include the job title  Highlight your major skills  Make sure the content is original and should ooze your enthusiasm for the job  Proof read and spell check all the lines you have typed out.  **Stay Ahead in Group Discussions**  This module includes why and how a group discussion is conducted, how to actively participate in a group discussion, and use of some effective phrase in a GD.  During GD points will be assed on persons clarity, body language, listening, tone od voice, appropriate language, courtesy, conciseness, confidence, correctness.  **Do’s**  Dress formally  Maintain eye contact with all the group members  Have a neutral tone of voice  Try to initiate the Group discussion  Express your point of view at the earliest  Listen to all the points made  Be open minded about topics  Get the GD back on track if it has gone astray.  **Don’ts**  Don’t let a small group dominate the discussion  Don’t interrupt mid-sentence  Don’t have an emotional outburst or shout  Don’t agree with all points of view  Don’t be biased |

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| **Date:** | **19/05/2020** | | **Name:** | **Dhavala** | |
| **Course:** | **Python** | | **USN:** | **4AL17EC027** | |
| **Topic:** | * **List Comprehensions** * **More on Functions** * **File Processing** * **Imported Modules** | | **Semester & Section:** | **6TH SEM & A Section** | |
| **Github Repository:** | **Dhavala27** | |  |  | |
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| **AFTERNOON SESSION DETAILS** | | | | |
| **Image of session** | | | | |

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| **Report**  **List Comprehensions**  A list comprehension is an expression that creates a list by iterating over another container.  A **basic**list comprehension  [i\*2 for i in [1, 5, 10]]  Output: [2, 10, 20]  **if** condition  [i\*2 for i in [1, -2, 10] if i>0]  Output:[2, 20]  **if and else** condition  [i\*2 if i>0 else 0 for i in [1, -2, 10]]  Output:[2,0,20]  **More on Functions**  Functions can have more than one parameter  Functions can have default parameters  Ex:  def converter(feet, coefficient = 3.2808):  meters = feet / coefficient  return meters   print(converter(10))  Output: 3.0480370641306997  Arguments can be passed as non-keyword (positional) arguments or keyword arguments  Ex:  def volume(a, b, c):  return a \* b \* c  print(volume(1, b=2, c=10))  An \*args parameter allows the  function to be called with an arbitrary number of non-keyword arguments:  Ex:  def find\_max(\*args):  return max(args)  print(find\_max(3, 99, 1001, 2, 8))  Output: 1001  An \*\*kwargs parameter allows the function to be called with an arbitrary number of keyword arguments:  Ex:  def find\_winner(\*\*kwargs):  return max(kwargs, key = kwargs.get)   print(find\_winner(Andy = 17, Marry = 19, Sim = 45, Kae = 34))  Output: Sim  **File Processing**  read an existing file with Python:  with open("file.txt") as file:  content = file.read()  create a new file with Python and write some text on it:  with open("file.txt", "w") as file:  content = file.write("Sample text")  append text to an existing file without overwriting it:  with open("file.txt", "a") as file:  content = file.write("More sample text")  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()  **Imported Modules**  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 withsys.prefix.  Packages are a collection of *.py* modules. |