**DAILY ASSESSMENT FORMAT**

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| **Date:** | **20/05/2020** | **Name:** | **Dhavala** |
| **Course:** | **TCSion** | **USN:** | **4AL17EC027** |
| **Topic:** | * **Ace Corporate Interviews** * **Learn Corporate Etiquette** * **Write Effective Emails** | **Semester & Section:** | **6TH SEM & A Section** |
| **Github Repository:** | **Dhavala27** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session**  **Ace Corporate Interviews test**    **Learn Corporate Etiquette test**    **Write Effective Emails test** |
| **Report**  **Ace Corporate Interviews**  In this module we learn about the importance of an interview, imbibe the skills and expertise an interview requires, identify the engagement rules of a face to face interview, to know how to answer the interview questions effectively, do’s and don’ts od an effective interview, develop a good opening and closing interview strategy, identify our strengths and weaknesses, describe the steps to get general information about the organization.  **What is an interview?**  Interview is a widely used process of screening for jobs.  It provides the most direct information about a candidate, background and personality type.  **Interview process before the interview**   * Every interview is an experience of learning which take place during the preparation. It is useful for the interview you are appearing for. * The initial preparation requires a thorough investigation of skills, accomplishments, expertise and your interests. * The interview preparation includes 4P’s: Prepare, Practice, Present and Participate.   Preparation for an effective interview includes:   * A good assessment of yourself * Researching the organization * Updating your resume * Preparing a list of commonly asked questions * Understanding the venue details.   **Interview process after the interview**  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.”  Techniques to be good negotiator:   * Put yourself in the other persons shoes and consider how they would react to your proposals. * Do not stick to a specific point of negotiation. * Follow different styles and mannerisms to negotiate. * Be comfortable in whatever style you choose.   Tips to handle negotiation responses   * Do not feel obliged to respond immediately, take time, ask for clarifications, if required. * Write down the key note/points, if required. * Evaluate the given proposal and compare it with what you have proposed. * Discuss the responses in detail.   Tips to negotiation responses   * Share your feedback on the terms offered. * Talk about the inconsistencies, if any. * Give suggestion on how closer to your objectives. * Negotiate in a clam but firm way and don’t forget to be polite. * Settle the things if it is agreeable to you.   Points to be said when the interviewer ask to say something about yourself   * Be brief while responding * Don’t include the life history nor irrelevant details. * Talk about relevant work experience, achievements and expertise. * Show your interest in joining. * A brief on your career objective should be given. * Talk about your strengths and skills that you have to offer to them.   Points to be said when the interviewer ask what are your strengths   * Make sure that your strengths match the job requirement * Be genuine and accurate. * Your responses should be relevant to the job. * Demonstrate with example.   When asked what are your weakness   * Make your response skill related * Make a weakness appear to be a strength * Describe it as an action that needs to improve   When asked what are your achievements   * Educational achievement * Work related achievements * Personal achievements   When asked what do you know about organization   * Research the company thoroughly * Go through the company websites before going for the interview * Give details about the organization * Talk about company’s position in the corporate world   **Learn Corporate Etiquette**  In this module I have learnt about the importance and basic rules of Business Etiquette, to follow right business attire and cubicle etiquette, do’s and don’ts of internet and meetings 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: There are certain courtesies a person has to follow in a business environment.  Business card: Business cards are used to build your contact list.  Space: Always maintain a distance of an arm or more when interacting with an acquaintance. This ensure that you do not invade the persons personal space.  Introductions: It is necessary to introduce the person who is new to the group before starting the conversation  In a meeting: During a presentation or a meeting, do listen to the speaker carefully.  Cubicle etiquette   * Neat and clean * Maintain a calendar * Few decorative items * Pen and notepad * Switch off lights and laptop * Remove post-its * Seek permission before entering a colleague’s cubicle   Internet etiquette   * Choose the right language when giving feedback on an online forum * Respond to emails on time * Use a proper greeting and complimentary close in your mails * Go through the FAQ’s of a site before posting any questions * If you are going to post a question, do so the appropriate group * Check spelling and grammar of the mail before sending it * Make sure the mail is crisp and has a good subject line.   Meeting etiquette   * Read about the agenda before attending the meeting * Carry a pen and notepad to the meeting * Be attentive and take notes * Dress appropriately * Keep your phone on mute during a conference call * Ask questions in the allotted time slot.   **Write Effective Emails**  In this module I studied on the structure of an email, develop an effective subject line and text, utilize a few openings and closing phrases, state the do’s and don’ts of email writing, draft an email using the pointers taught in the session.  **What is an email**  Email is the short form for electronic mail. It is the information sent electronically between two or more people over a network it involves a sender and receivers.  Some good opening lines are:   * I write this with reference to the advertisement * Further to our discussion, I am sending you * With reference to the mail trail * I am writing to enquire about the opening * Thank you for your letter dated 8th aug   Some good closing lines are:   * If you require any further information please contact me * Requesting you to look into this and suggest changes * Please advise an necessary * I look forward to your reply   Do’s of email etiquette   * Use a strong subject line * Type the correct email id * Keep your email short * Write about only one topic in one email * Be polite and courteous in tone * Use correct spelling and grammar * Reply within a reasonable time   Don’ts of email etiquette   * Don’t use all upper case or all lower case * Don’t use unnecessary humor * Don’t use too many short forms * Don’t use one-word responses * Don’t call as soon as you send the message |

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| **Date:** | **19/05/2020** | | **Name:** | **Dhavala** | |
| **Course:** | **Python** | | **USN:** | **4AL17EC027** | |
| **Topic:** | * **Application 1: Build an Interactive English Dictionary** | | **Semester & Section:** | **6TH SEM & A Section** | |
| **Github Repository:** | **Dhavala27** | |  |  | |
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| **AFTERNOON SESSION DETAILS** | | | | |
| **Image of session** | | | | |

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| **Report**  The program returns the definition of words that start with a capital letter (e.g. Delhi or Texas):   1. import json 2. from difflib import get\_close\_matches 3. data = json.load(open("data.json")) 4. def translate(w): 5. w = w.lower() 6. if w in data: 7. return data[w] 8. elif w.title() in data: #if user entered "texas" this will check for "Texas" as well. 9. return data[w.title()] 10. elif len(get\_close\_matches(w, data.keys())) > 0: 11. yn = input("Did you mean %s instead? Enter Y if yes, or N if no: " % get\_close\_matches(w, data.keys ())[0]) 12. if yn == "Y": 13. return data[get\_close\_matches(w, data.keys())[0]] 14. elif yn == "N": 15. return "The word doesn't exist. Please double check it." 16. else: 17. return "We didn't understand your entry." 18. else: 19. return "The word doesn't exist. Please double check it." 21. word = input("Enter word: ") 22. output = translate(word) 23. if type(output) == list: 24. for item in output: 25. print(item) 26. else: 27. print(output)   In lines 8 and 9. The w.title()method will convert the first letter to uppercase and the rest to lowercase. If the program didn't find anything for "texas" in the first conditional in lines 6 and 7, then this conditional will try to search for "Texas". Even if the user entered "TEXAS" this conditional will convert it to "Texas". | |