

20-May

PCSION

Understand how to Ace corporate interviews.

what is an Interview

→ Interview is widely used process of screening applicants for jobs.

Preparation for interview

Interview preparation includes 4 Ps: Prepare, Practice, Review and Participate

- A good assessment of yourself
- Researching the organization
- updating your Resume
- Preparing a list of commonly asked questions
- Understanding the venue details

Techniques required to be a good negotiator

- Put yourself in the other person's shoes and consider how they would react to your proposals
- Do not stick to a specific point of negotiation
- Be comfortable in whatever style you choose
- Be calm, relaxed and focused

Points to Remember

- Be thoroughly prepared.
- Research the organization
- update your resume
- Reach before time
- Dress formally
- Be polite and courteous to all
- Follow the SMART approach while answering
- Give brief and concise response
- Be aware of your body language
- Leave the interview venue on a positive note

- Be ready for a handshake
- Be sure of what you want to say.
- Don't hesitate to negotiate
- Avoid using slang
- Show your enthusiasm for the job
- Avoid tea/coffee if offered
- Don't forget to follow up

Learn Corporate Etiquette

Business Etiquette

Busin is defined as all the rules that one has to follow when in a business environment

Internet Etiquette do's

- choose the right language when giving feedback on an online form
 - Respond to - emails on time
 - use a proper greeting & complimentary close in your mails
 - If you are going to post a question do so to the appropriate group
 - send individual mails rather than to an entire group
- don'ts • Do not make fun of people on social networking sites.

meeting Etiquette

- Read about the agenda/ subject before attending the meeting
- Carry a pen & notepad to the meeting
- Dress appropriately
- Ask questions in the ~~at~~ allotted timeslot

write an effective email

what is an email: - short form for electronic mail. it is the information sent electronically between two or more people over a network. it involves a sender & receiver

- 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 & courteous in tone
- Use correct spelling & grammar

Afternoon session details

20 May 2020

PYTHON

```

>>> import json
      from difflab import get_close_matches

      data = json.load(open("data.json"))

      def translate(w):
          w = w.lower()
          if w in data:
              return data[w]
          elif len(get_close_matches(w, data.keys())) > 0:
              return "Did you mean %s instead?"
          else:
              return "The word doesn't exist. Please double check it."

      word = input("Enter word: ")
      print(translate(word))
  
```

Application: 1

This program will explain about the real time example that includes the creating a English dictionary. By using this program we can find the ~~memory~~ meaning of any English word. To perform this action we are importing a file called "data.json". This is an text file which contains all the words and their meanings.



LET'S CONNECT, COLLABORATE, INFLUENCE,
SHARE IDEAS, THOUGHTS

and

LEARN WITH PEOPLE AROUND US!

Be an active part of this community

Career Edge - Knockdown the Lockdown : Batch 01

(Self Paced - 60 Days)

May 17th 2020 - Jul 16th 2020

Completion Criteria

Completed

75%



LAUNCH

TABLE OF CONTENT

COURSE INFORMATION



Instructions



- ✓ + DAY 1: Communicate to Impress
- ✓ + DAY 2: Deliver Presentations with Impact
- ✓ + DAY 3: Develop Soft Skills for the Workplace
- ✓ DAY 4: Gain Guidance from Career Gurus
- ✓ + DAY 5: Write a Winning Resume and Cover Letter
- ✓ + DAY 6: Stay Ahead in Group Discussions
- ✓ + DAY 7: Ace Corporate Interviews
- ✓ + DAY 8: Learn Corporate Etiquette
- ✓ + DAY 9: Write Effective Emails
- + DAY 10: Learn Corporate Telephone Etiquette

