20 - May TCSTON Understand thow to Ace componate interviewes -> Interview is widely used process of screening applicants for jobs. Preparation for interview intervieur preparation includes 4 Ps: gregure, gradice, fresei and fortigate · A good assessment of yourself · leprareling the organization · leparting your Renewe · Preparting a list of commonly asked questions · Understanding the venue details Techniques siquiered to be a good regotiator · put yourself in the other persons shoes and consider how they would great to your proposals

Do not stick to a specific point of negatiation

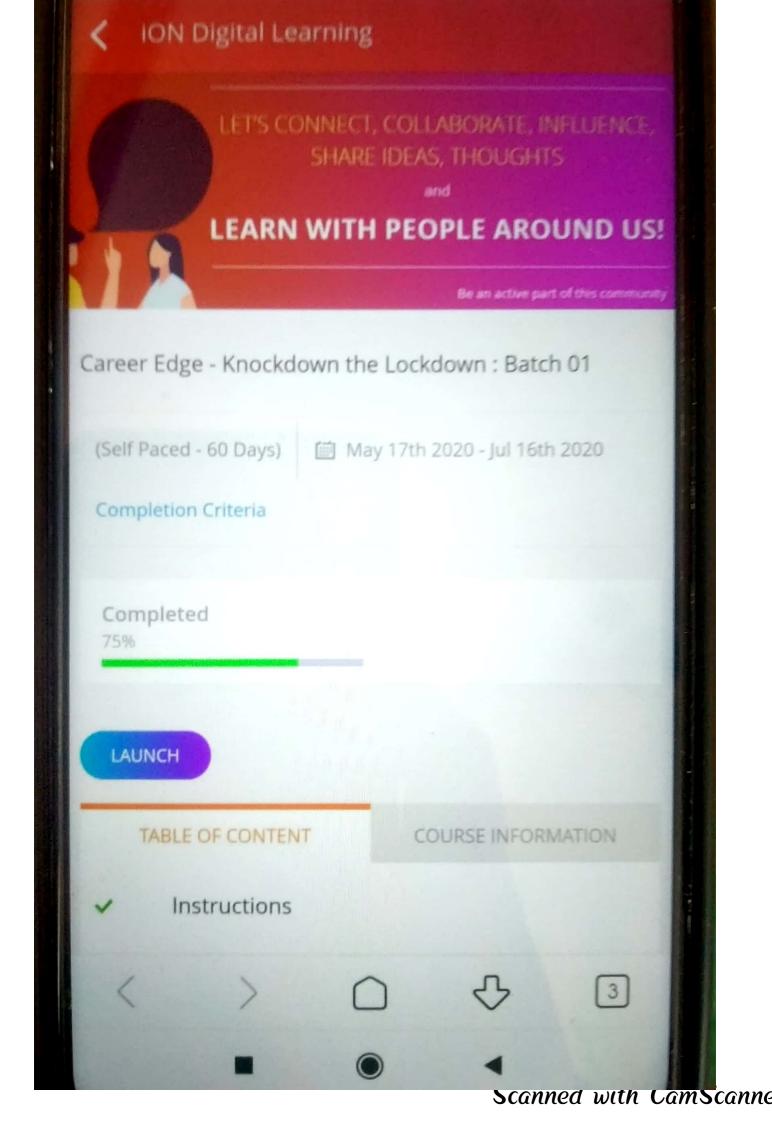
Be comparable in whatever style you choose · Be calm, gelanuel and foursed Points to Remember . Be thoroughly prepared. · percaret the organization · cepdate your resume · Reach before time · Dress formally · Be polik and (countered to all follow the smalt approach while consevering · Give brief and concise supporse a Be aware of your body language a leave the interview venue on a positive note

- · Be ready for a handshake " Be sure of what you want to say. · Don't hurstak to negotiate · Avoid using slag · Show your enthusiasm for the job · Don't forget to follow up Jeann Componate Etiquette Business Etiquette Busin is defined as all the rusles that one has to follow when in a business envisionment Internet Etiquette des · choose the right language when giving feedback on on online form.
 · Respond to - emails on time
- o we a proper breetings complimentary close in your meils · send andividual mails neither them to an entire group don'ts. Do not make fun of people on social networking site.
- -> Read about the agendal subject before attending the meeting -> carry apens notioned to the meeting
- -> Ask questions in the att alloted finestat

write an Effective small what is an Emeül: - short form for Electronic mail. it is the Information sent electronically between two or more pape over a netroorle, it involves a sendor & reivoirs

Do's of Emailo Etiquete use a strong subject line Type the correct Emal ID

Reep your small short " worde about only one topic an one email · Be polite 4 curtious intorne · use correct speliney & grammer Afternoon socion details somay soso PyTHON, >>> import gson Firom diflab import get close_matches data = json. load (open ("data. json")) def translate(w); w=w. lowerl) if w in data: elif len { get-close -matths (w, data, keys ()} = 0: return "Did you mean of.3 indtead?" neturn "Theword doesn't snist. Please double elle" word = "mput ("enter word;") print (translate (word)) This program will Emplein about the real time Enample Application: 1 that modules the creating a English dictionary. By wang this program we can find the memory of meaning of any english works To perform this action we are emporting afile called a date- json". This is an gent file which contains all the words and their Scanned with CamScanne



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