**DAILY ASSESSMENT FORMAT**

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| **Date:** | **20/5/2020** | | **Name:** | **Abhishek Vasudev Mahendrakar** | | |
| **Course:** | **TCS ION** | | **USN:** | **4AL17EC003** | | |
| **Topic:** | 1. Ace Corporate Interviews 2. Learn Corporate Etiquette 3. Write Effective Emails | | **Semester & Section:** | **6th-‘A’** | | |
| **Github Repository:** | **ECEAbhishekVMahendrakar** | | **E-mail:** | **abhi2244mahendrakar@gmail.com** | | |
| **FORENOON SESSION DETAILS** | | | | | |
| **Image of session** | | | | | |
| **Report – Report can be typed or hand written for up to two pages.**   1. **Ace Corporate Interviews:**   **Objectives:**   * **Explain the importance of an interview.** * **Imbibe the skills and expertise an interview requires.** * **Identify the engagement rules of a face-to-face interview.** * **Know how to answer the Interview questions effectively.** * **List Do’s and Don’ts of an effective interview.** * **Develop good opening and closing interview strategy.** * **Identify your strengths and weaknesses.**     **Preparing for an effective job Interview:**   * **A good assessment of yourself** * **Researching the organization** * **Updating your resume** * **Preparing a list of commonly asked questions**     **Do’s before an interview:**   * **Dress appropriately as per the corporate settings.** * **Take care of personal grooming and cleanliness.** * **Reach 10-15 minutes early.** * **Be sure about interview time and location, find out how long it takes to get there.**   **Don’ts before an interview:**   * **Don’t stay up late at night.** * **Don’t overeat or have carbonated soft drinks.** * **Don’t hold negative thoughts of not being selected.** * **Don’t forget to be courteous to everybody.**   **Do's of an interview:**   * **Treat everybody with courtesy and respect.** * **Greet everybody.** * **Be ready for handshake.** * **Be an attentive listener in order to understand questions.** * **Address the interviewer as sir/madam.** * **Maintain good eye contact throughout the interview.** * **Be alert and sit straight in your seat.** * **Respond to the questions warmly and with specific examples.**   **Don’ts of an Interview:**   * **Don’t take a seat until you are offered one.** * **Don’t slouch and fidget.** * **Don’t talk negative about previous employers or managers.** * **Don’t show lack of interest during the interview.** * **Don’t give the impression that you are only interested in money or salary.** * **Don’t be rude and imprudent, say no politely.** * **Don’t use slang and minimize use of filters like okay, you know, etc.** * **Don’t smell of sweat.** * **Don’t leave in hurry.**  1. **Learn Corporate Etiquette**   **Objectives:**   * **The importance of Business etiquette.** * **The basic rules of business etiquette.** * **To follow the right business attire.** * **To follow Cubicle etiquette.** * **To practice Do’s and Don’ts of Internet and Meeting Etiquette.**   **Basic rules:**   * **Courtesies-**  1. **Greetings** 2. **Business cards** 3. **Distance while speaking** 4. **Introductions** 5. **Do not distract** 6. **Language and Volume of your voice**  * **Personal details** * **Personal Hygiene** * **Interrupting a person** * **Dressing in Business.**   **Cubicle Etiquette:**  **Do’s-**   * **Neat and clean** * **Few decorative items** * **Pan and notepad** * **Switch off lights and laptop after you log-off** * **Remove post-its** * **Maintain an calendar**   **Don’ts-**   * **Do not talk loudly or shout unnecessarily.** * **Do not peep into your colleague’s work station.** * **Do not eat at the work station.** * **Do not use the office phone for the personal use.** * **Do not leave important documents open** * **Do not loiter around.** * **Do not be overly inquisitive.** * **Do not play games at your cubicle.**   **Internet Etiquette:**  **Do’s:**   * **Choose the right language when giving feedback on the online forum.** * **Respond to e-mails on time.** * **Use proper greetings and complimentary close in your mail.** * **If you are going to post a question, do so to the appropriate group.** * **Check spelling and grammar of the mail before sending it.** * **Make sure that mail is crisp and has good subject line.** * **Send individual mails rather that to an entire group.**   **Don’ts:**   * **Do not make fun of people on social networking sites.** * **Do not be sarcastic while commenting on a social networking site.** * **Do not read anyone else’s mails when they are not at their seats.** * **Do not type/respond to a mail when angry.** * **Do not pester friends/family to join your page.** * **Do not post anything that you can’t say face-to-face.**  1. **Write Effective E-mails:**   **Objectives:**   * **Describe the structure of an e-mail.** * **Develop an effective subject line and text** * **Utilize a few opening and closing phrases.** * **State the D0’s and Don’ts of email writing.** * **Draft an email using the pointers taught in the section.**   **Do’s:**   * **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.** * **Proofread all your emails before sending them.** * **Reply within a reasonable time.** * **Make sure the attachments in the right format.** * **Use appropriate salutation/greeting.** * **Carbon Copy (CC) only to concerned people only.** * **Password protect your important attachments.** * **Edit trail mails and send only required information.** * **Follow company policy.**   **Don’ts:**   * **Don’t use all UPPER case or all lower case.** * **Don’t use unnecessary humor.** * **Don’t use too many short forms, SMS language.** * **Don’t use one word responses.** * **Don’t call as soon as you send the message.** * **Don’t use email for gossips.** * **Don’t use all “Reply to all” button all the time.** * **Don’t use bright and gaudy colors.** * **Don’t write an email when angry.** * **Don’t reply with attachment all the time.** | | | | | |
| **Date:** | **20/5/2020** | **Name:** | | | **Abhishek Vasudev Mahendrakar** |
| **Course:** | **UDEMY-The Python Mega Course: Build 10 real world applications** | **USN:** | | | **4AL17EC003** |
| **Topic:** | 1. **Application 1: Build an Interactive English Dictionary** | **Semester & Section:** | | | **6th-‘A’** |
| **AFTERNOON SESSION DETAILS** | | | | | |
| **Image of session** | | | | | |
| **Report – Report can be typed or hand written for up to two pages.**  **Application-1: Build an Interactive English Dictionary**  **Code:**  **# -\*- coding: utf-8 -\*-**  **"""**  **Created on Wed May 20 20:34:00 2020**  **Name: Abhishek Vasudev Mahendrakar**  **USN: 4AL17EC003**  **Student at Alva's Institute of Engineering and Technology.**  **E-mail: abhi2244mahendrakar@gmail.com**  **GitHub: AbhishekVasudevMahendrakar**  **"""**  **""" This program ask user to enter the word he want to know the meaning from the data.json file**  **if the entered word matches the word in dictionary then it returns him the meaning else it**  **search for the other similar words, and asks user is the entered word was the word which was**  **most similay among all the words and asks for the user input for YES or NO....If YES its**  **gives the result, else if NO the it must print "The word doesn’t exist in library". If the word**  **dosent match also there are no similar words then it must print "The word doesn’t exist in this library.""""**  **import json**  **from difflib import get\_close\_matches**  **data = json.load(open("data.json"))**  **def translate(w):**  **w = w.lower()**  **if w in data:**  **return data[w]**  **elif w.title() in data:**  **return data[w.title()]**  **elif w.upper() in data:**  **return data[w.upper()]**  **elif len(get\_close\_matches(w, data.keys())) > 0:**  **yn = input("Did you mean %s instead? Enter Y if yes, or N if no: " % get\_close\_matches(w, data.keys())[0])**  **if yn == "Y" or yn == 'y':**  **return data[get\_close\_matches(w, data.keys())[0]]**  **elif yn == "N" or yn == 'n':**  **return "The word doesn't exist. Please double check it."**  **else:**  **return "We didn't understand your entry."**  **else:**  **return "The word doesn't exist. Please double check it."**  **word = input("Enter word: ")**  **output = translate(word)**  **if type(output) == list:**  **for item in output:**  **print(item)**  **else:**  **print(output)**  **Output:**   1. **>>> runfile('C:/Users/HP/Documents/Udemy-The\_Python\_Mega\_Course/1.py', wdir='C:/Users/HP/Documents/Udemy-The\_Python\_Mega\_Course')**   **Enter word: hill**  **A natural elevation of the land surface, usually rounded.**   1. **>>> runfile('C:/Users/HP/Documents/Udemy-The\_Python\_Mega\_Course/1.py', wdir='C:/Users/HP/Documents/Udemy-The\_Python\_Mega\_Course')**   **Enter word: hillp**  **Did you mean hill instead? Enter Y if yes, or N if no: y**  **A natural elevation of the land surface, usually rounded.**   1. **>>> runfile('C:/Users/HP/Documents/Udemy-The\_Python\_Mega\_Course/1.py', wdir='C:/Users/HP/Documents/Udemy-The\_Python\_Mega\_Course')**   **Enter word: hillp**  **Did you mean hill instead? Enter Y if yes, or N if no: n**  **The word doesn't exist. Please double check it.**   1. **>>> runfile('C:/Users/HP/Documents/Udemy-The\_Python\_Mega\_Course/1.py', wdir='C:/Users/HP/Documents/Udemy-The\_Python\_Mega\_Course')**   **Enter word: tdfgsdf**  **The word doesn't exist. Please double check it.** | | | | | |