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| **Date:** | **21/5/2020** | **Name:** | **Abhishek Vasudev Mahendrakar** | |
| **Course:** | **TCS ION** | **USN:** | **4AL17EC003** | |
| **Topic:** | 1. **Learn Corporate Telephone Etiquette** 2. **Understand Accounting Fundamentals** 3. **Gain Foundational Skills in IT** | **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. **Learn Corporate Telephone Etiquette:**   Objectives:   * Attend and make calls in a professional manner. * Create a good first impression. * Observe good telephone etiquette. * Use appropriate phrases and expressions. * Speak with clarity over the phone. * Take messages for others, put calls on hold or arrange for a call backs. * Take or give voice mail messages. * Avoid negative expressions.   How to leave a good first impression:   * Be alert * Be pleasant * Be expressive * Be natural * Be distinctive.   Do’s of Telephonic Etiquette:   * Identify yourself to the caller at the beginning of the call. * Answer the call within 2 rings, with a smile. * Help the caller by providing correct information or transferring the call to correct person. * Be courteous and respectful to the caller. * Use considerate phrases. * Be as helpful as you can. * Ask the purpose of the call. * Give due importance to the call. * Take permission before placing the call on hold. * Acknowledge the callers queries. * Transfer the call if required.   Don’ts of Telephonic Etiquette:   * Don’t bluff * Don’t speak negatively * Don’t sound weary * Don’t be impatient and rude * Don’t leave the caller on hold for long. * Don’t speak to someone else when you answer the call. * Don’t speak with your mouth full * Don’t argue with the caller * Don’t use slang * Don’t forget to end the call properly.   Taking Messages:   * Take notes on paper. * Keep your stationary ready * Jot down important information * Write neatly * Verify the details of the contact person * Repeat the noted message for confirmation. * Note the urgency of the message.   Features of Voicemail:   * Messages can be taken from multiple callers. * Message from the called person is conveyed to each person who calls. * Messages can be stored for long time. * Messages can be stored locally or network or cloud storage.   Do’s of Voicemail:   * Leave a polite and professional message. * Leave a clear and understandable message. * Leave your contact details twice. * Call back at the given address as soon as possible. * Check your mails twice in a day.   Don’ts of a Voicemail:   * Don’t make any sort of noise/background music. * Don’t talk to others while recording a message. * Don’t forget to leave your contact details for a call back.  1. **Understand Accounting Fundamentals:**   **C:\Users\HP\Pictures\Screenshots\Screenshot (95).png**  **C:\Users\HP\Pictures\Screenshots\Screenshot (96).png**  **C:\Users\HP\Pictures\Screenshots\Screenshot (98).png** | | | | |
| **Date:** | **21/5/2020** | **Name:** | | **Abhishek Vasudev Mahendrakar** |
| **Course:** | **UDEMY-The Python Mega Course: Build 10 real world applications** | **USN:** | | **4AL17EC003** |
| **Topic:** | 1. **Project Exercise with Python and MySQL: Interactive English** 2. **Dictionary** 3. **Data Analysis with Pandas** | **Semester & Section:** | | **6th-‘A’** |
| **AFTERNOON SESSION DETAILS** | | | | |
| **Image of session** | | | | |
| **Report – Report can be typed or hand written for up to two pages.**  **Program:**  **# -\*- 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**  **doesn’t match also there are no similar words the it must print "The word dosent 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)** | | | | |