**DAILY ASSESSMENT FORMAT**

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| **Date:** | **20-5-2020** | **Name:** | **Gaganashree P** |
| **Course:** | **TCS** | **USN:** | **4AL15EC024** |
| **Topic:** | **Ace Corporate Interviews**  **Corporate Etiquette**  **Effective emails** | **Semester & Section:** | **8th sem ‘A’ sec** |
| **Github Repository:** | **Gaganashree-P** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session**          **Report:**  **Understand how to Ace Corporate Interviews**   * **Objectives** * Preparation you need to do before an interview. * Handling interviewer’s questions and communication strengths. * Best practise on following up on your interview. * **Interview**   It is a procedure designed to obtain information from a person’s oral response to oral inquiries.   * **Before the interview** * Every interview is an experience of learning which takes 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 interest. * The interview preparation includes 4Ps: prepare, practise, present and participate. * **Preparation for a job interview** * A good assessment of yourself. * Researching the organization. * Updating your resume. * Understanding the venue details. * **Dos before an interview** * Dress appropriately as per the corporate setting. * Take care of personal grooming and cleanliness. * Reach 10-15minutes early. * **Don’ts before an interview** * Don’t stay up late night. * Don’t feel nervous. * Don’t forget to be courteous to everybody. * Don’t hold negative thoughts of not being selected. * **Men’s interview attire** * Suit or formal dark trouser and full sleeved shirt. * Black and brown matching belt. * With or without a tie. * Dark socks, conservative leather shoes. * Little or no jewellery. * Neat hairstyle. * Minimal aftershave. * Neatly trimmed nails. * **Women’s interview attire** * Suitor sober salwar kameez, saree. * The suit skirt should be long enough to enable you to sit down comfortably. * Coordinated blouses. * Conservative shoes. * Neat hairstyle. * Light makeup and perfume. * **Negotiation skills**   **The main purpose of negotiating is to get closer to your objective.**   * **Techniques required to be a good negotiator** * Do not stick to a specific point of negotiation. * Follow different styles and mannerisms to negotiate. * Be comfortable in whatever style you choose. * **Tell me about yourself** * Be brief while responding. * Show your interest in joining. * Talk about your strengths and the skills that you have to offer to them. * A brief on your career objectives should be given. * **What are your strengths ?** * Be genuine and accurate. * Be brief and concise. * Your responses should be relevant to the job. * Demonstrate with example. * **What are your weaknesses?** * Make your response skill related. * Make a weakness appear to be a strength. * Describe it as an action that needs to improve. * **What are your achievements** * Educational achievements . * Work related achievements. * Personal achievements. * **What do you know about the organisation?** * Research the company thoroughly. * Give details about the organisation. * Talk about the company’s position in the corporate world. * Go through the company’s website before going to the interview. * **What is your career objective?** * While answering the question make sure you answer : * Creates an impact. * Is a short and targeted statement. * Is not more than 3-4lines. * Relates to and matches the job requirement. * **Where do you see yourself five years down the line?**   **Make sure you answer :**   * Is a blue-print of your aim . * Is realistic. * Is not a threat to the interviewer’s position.   **Learn corporate Etiquette**   * **Objectives** * Basic rules to be followed in a business environment. * Importance of business dressing. * Importance of cubicle etiquette**.** * **Business etiquette**   It is defined as all the rules that one has to follow when in a business environment.  **Basic rules** :   * Greeting- greet everyone when you enter the office. * Business cards- provide your business cards. * Courtesies –space. * Personal details. * Personal hygiene. * **Cubical etiquette** * Neat and clean. * Maintain a calendar. * Few decorative items. * Pen and notepad. * Switch off lights and laptop. * Remove post-its. * **Internet etiquette** * Respond to the e-mails on time. * Use a proper greeting and complimentary close in your mails. * Go through the FAQs of the site before posting any questions. * Make sure the mail is crisp and with the good crisp line. * **Meeting etiquette** * Dress appropriately. * Carry a pen and a notepad while attending the meeting |
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| |  |  |  |  | | --- | --- | --- | --- | | **Date:** | **20-5-2020** | **Name:** | **Gaganashree P** | | **Course:** | **Udemy** | **USN:** | **4AL15EC024** | | **Topic:** | **Build an interactive English dictonary** | **Semester & Section:** | **8th A** | | **Github Repository:** | **Gaganashree-P** |  |  | |
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| **AFTERNOON SESSION DETAILS** | |
| **Image of session** | |
| **Report –**  **Dictionary**   * In Python is an unordered collection of data values, used to store data values like a map, which unlike other Data Types that hold only single value as an element, Dictionary holds key: value pair. * Key value is provided in the dictionary to make it more optimized. * Each key-value pair in a Dictionary is separated by a colon :, whereas each key is separated by a ‘comma’. * A Dictionary in Python works similar to the Dictionary in a real world. Keys of a Dictionary must be unique and of immutable data type such as Strings, Integers, and tuples, but the key-values can be repeated and be of any type.   **Modules needed:**   * **json:**It comes built-in with python, so there is no need to install it externally. To know more about JSON [click here](https://www.geeksforgeeks.org/javascript-json/). * **difflib:**This module provides classes and functions for comparing sequences. It also comes built-in with python so there is no need to install it externally.   **Steps:**   1. Download a JSON file containing English dictionary words in a python dictionaries data type format, or arrange the file content in that way. 2. Create a folder and add the downloaded .json file and python script in that folder. 3. In python editor, import the required modules.   **BELOW IS THE IMPLEMENTATION OF IT:**  # Import the modules required  import json  from difflib import get\_close\_matches    # Loading data from json file  # in python dictionary  data = json.load(open("dictionary.json"))    def translate(w):      # converts to lower case      w = w.lower()        if w in data:          return data[w]      # for getting close matches of word      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])          yn = yn.lower()          if yn == "y":              return data[get\_close\_matches(w, data.keys())[0]]          elif 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."    # Driver code  word = input("Enter word: ")  output = translate(word)    if type(output) == list:      for item in output:          print(item)  else:      print(output)  input('Press ENTER to exit')  Important, the output should not vary with different cases such as upper case and lower case input of same text should be same i.e rain or Rain or RaIn should produce same output. Also if user mistakes with spelling of word it should return the close words related to the word input or print a user friendly message that word does not exist.  **INPUT:** rain  **OUTPUT:**  **dictionary-python-script** | |