**DAILY ASSESSMENT FORMAT**

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| **Date:** | **19 MAY 2020** | **Name:** | **HARSHITHA H** |
| **Course:** | **TCS-ION CAREER EDGE** | **USN:** | **4AL18EC020** |
| **Topic:** | **1.GAIN GUIDANCE FROM CAREER GURUS**  **2.WRITE A WINNING RESUME AND COVER LETTER**  **3.STAY AHEAD IN GROUP DISCUSSIONS** | **Semester & Section:** | **IV SEM & A SECTION** |
| **GitHub Repository:** | **HarshithaH-onlinecourse** |  |  |

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| **FORENOON SESSION DETAILS** | | | |
| **Image of session** | | | |
| **Report – Report can be typed or hand written for up to two pages.**  There are three topics focused today. They are;  **1.GAIN GUIDANCE FROM CAREER GURUS:**   * There are 6 key pillars to head start, they are:  1. Clarity of thoughts 2. Access and visibility 3. Early preparations 4. Acquire relevant skills 5. Compelling resume 6. Cracking the interview   **2.PREPARE A STRONG RESUME AND COVER LETTER:**   * Importance of resume - organizations use the resume to short list the potential candidates. * Contents of resume and format of resume. * Importance of cover letter – the cover letter tells the employer the job role that you are interested in. * Cover letter format.   **3.BE PREPARED FOR GROUP DISCUSSIONS:**   * A group discussion is primarily conducted to check candidate’s interpersonal skill such as communication skills, ability to work in a team, listening skills etc. * Important points to remember in group discussions. It includes clarity, body language, tone of voice, listening, appropriate language, etc. * Some Do’s and Don’ts. * Common phrases which can be used in group discussions. * Case study. | | | |
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| **Date:19 MAY 2020** |  | **Name: HARSHITHA H** |  | |
| **Course: PYHTHON** |  | **USN: 4AL18EC020** |  | |
| **Topic: COMPREHENSIONS, FUNCTIONS, FILE PROCESSING, IMPORTED MODULES** |  | **Semester & Section: IV SEM & A SECTION** |  | |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session** | | | |
| **Report – Report can be typed or hand written for up to two pages.**  **TOPICS LEARNT:**   * List of comprehension:  1. List comprehension with If conditional 2. List comprehension with If- Else conditional  * More on functions:  1. Functions with multiple arguments 2. Default and non- default parameters 3. Keyword and non- keyword arguments 4. Functions with arbitrary number of keyword and non- keyword arguments  * File processing:  1. The concept of processing files in python 2. Reading text from a file 3. File cursor and closing a file 4. Different file paths 5. Writing text to file  * Imported modules:  1. Built in modules 2. Standard python modules 3. Third party modules 4. Third party module example | | | |