**DAILY ASSESSMENT FORMAT**

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| **Date:** | **18 MAY 2020** | **Name:** | **HARSHITHA H** |
| **Course:** | **TCS-ION CAREER EDGE** | **USN:** | **4AL18EC020** |
| **Topic:** | **1.COMMUNICATION TO EXPRESS**  **2.DELIVER PRESENTATION WITH IMPACT**  **3.DEVELOP SOFT SKILLS FOR WORKSPACE** | **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.COMMUNICATION TO EXPRESS:**   * Communication is an art of sending and receiving information. * Communication can be classified as verbal and non-verbal. * Non-verbal communication involves eye contact, paralanguage, facial expression, gestures and appearance. * Effective communication happens when there is harmony between verbal and Non-verbal communication.   **2.DELIVER PRESENTATION WITH IMPACT:**   * Plan-based on audience, purpose, time frame and content. * Prepare – presentation and proof read, prompt cards, visual aids. * Practice – do a dry run, check time. * Present – speak clearly and involve the audience.   **3.DEVELOP SOFT SKILLS FOR WORKSPACE:**   * Soft skills are important in maintaining healthy personal and professional relationships. * A combination of hard and soft skills leads to career growth. * Soft skills can be acquired by learning practicing and observing. | | | |
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| **Date:18 MAY 2020** |  | **Name: HARSHITHA H** |  |
| **Course: PYHTHON** |  | **USN: 4AL18EC020** |  |
| **Topic: FUNCTIONS, DATA TYPES, KEYWORDS** |  | **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:**   * Introduction to Python * The basics: small programs * Basics of data types, variables, integers, strings, floats, list types and range. * Basics of Functions and conditionals * Basics of processing user inputs * Basics of loops * Putting the pieces together: building a program | | | |