

# DAILY ASSESSMENT FORMAT

<b>Date:</b>	20-05-2020	<b>Name:</b>	K Muthu
<b>Course:</b>	TCS-ION CAREER EDGE	<b>USN:</b>	4a17ec038
<b>Topic:</b>	Ace Corporate Interviews Learn Corporate Etiquette Write Effective Emails	<b>Semester &amp; Section:</b>	6 & 'A'
<b>Github Repository:</b>	K.Muthu-courses		

## FORENOON SESSION DETAILS

### Image of session

Career Edge - Knockdown the Lockdown : Batch 01

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Understand How to Ac...

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Total Marks

10.0

Pass Marks

4.0

Attempts Taken

01

Duration

10 Mins

Start Time

17 May 2020 12:00 AM  
TO  
16 Jul 2020 12:00 AM

View Assessment Analysis

At the End of Assessment

Already cleared assessment.

My Attempts

Attempted On

20 May 2020 11:47 AM

Attempted Duration (Submission Time)

0:2:16 Hrs(11:49 AM)

Marks Obtained

9.0/10.0

Status

Pass

Action

View Result

>

Career Edge - Knockdown the Lockdown : Batch 01

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Learn Corporat...

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Total Marks

10.0

Pass Marks

4.0

Attempts Taken

01

Duration

10 Mins

Start Time

17 May 2020 12:00 AM  
TO  
16 Jul 2020 12:00 AM

View Assessment Analysis

At the End of Assessment

Already cleared assessment.

My Attempts

Attempted On

20 May 2020 12:21 PM

Attempted Duration (Submission Time)

0:3:15 Hrs(12:24 PM)

Marks Obtained

7.0/10.0

Status

Pass

Action

View Result

>

Career Edge - Knockdown the Lockdown : Batch 01

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Write an Effective ...

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Total Marks

10.0

Pass Marks

4.0

Attempts Taken

01

Duration

10 Mins

Start Time

17 May 2020 12:00 AM  
TO  
16 Jul 2020 12:00 AM

View Assessment Analysis

At the End of Assessment

Already cleared assessment.

My Attempts

Attempted On

20 May 2020 01:00 PM

Attempted Duration (Submission Time)

0:2:34 Hrs(01:03 PM)

Marks Obtained

9.0/10.0

Status

Pass

Action

View Result

**Report – Report can be typed or hand written for up to two pages.**

**Ace Corporate Interviews :**

- Interview is a widely used process of screening applicants for jobs.
- It provides the most direct information about the candidate, his/her skills, background and personality type.
- Every interview is an experience of learning.
- The initial preparation requires thorough investigation of skills.
- The interview preparation includes 4 P's : Prepare, Practice, Present and Participate.
- Research about the organization before taking up an interview.
- Dress appropriately as per the corporate setting.
- Reach 10-15 minutes early to the interview venue.
- Treat everybody with courtesy and respect.
- Maintain good eye contact throughout the interview.
- Be brief and concise on the response given to the interviewer.
- The main purpose of negotiating is to get closer to our objective.

**Learn Corporate Etiquette :**

- Business etiquette can be defined as all the rules one has to follow when in a business environment.
- One follows these rules to maintain a pleasant work environment.
- Business card is used to build our contact list.
- Always maintain a distance of one arm or more when interacting with others, to ensure that you do not invade the person's personal space.
- During a presentation or meeting do listen to the speaker carefully and don't distract anyone.
- Enquiring about someone's personal life may not be appreciated at all.
- Check body odour at all times and be hygienic.

- Be pictures and carry a pen and notebook to meeting.
- Business Etiquette is essential to build a healthy professional relationship.
- Basic rules should be followed irrespective of the positions.
- Dressing and Internet etiquette should be followed as per company policy.
- Cubicle Etiquette and Meeting Etiquette determine our professionalism.

### **Write Effective Emails :**

- Email is the short form of Electronic Mail.
- It is the information sent electronically between two or more people over network.
- An email is communication that happens in real time and can get important data across the people in various geographies.
- The various sections in formal email are Address field, Subject, Salutation, Body, Complimentary close and Signature.
- Ensure correct use of grammar and spellings.
- Reply within a reasonable time.
- Make sure the attachments are in right format.
- Don't use too many short forms or sms language.
- Don't call as soon as the email is sent to the person.
- Don't use email for gossip.
- Don't use bright and gaudy colours.



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- A Dictionary is a listing of words in one or more specific languages, often arranged alphabetically which may include information on definitions, usage, etymologies, pronunciations, translation, etc
- 'Original.json' is a file which has all the meanings for respective words stored in form of dictionary datatype.
- The **Key** in the file is the actual word and **Values** are the meaning of corresponding words.
- The algorithm of the program is ,
  - ✓ Interface - Input format
  - ✓ Develop the word matching - Main logic
  - ✓ Modify the program - Output format
- Initially the json file is extracted and stored into a variable.
- Once the user provides an input, it is compared with the data in the json file.
- When the input and the data key matches, the corresponding meaning is printed.
- The program is flexible and case-insensitive.