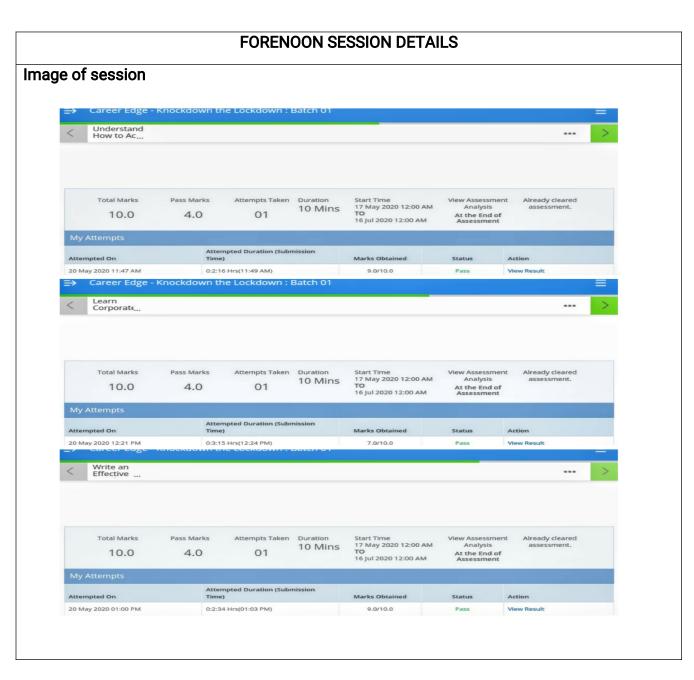
DAILY ASSESSMENT FORMAT

Date:	20-05-2020	Name:	K Muthu
Course:	TCS-ION CAREER EDGE	USN:	4al17ec038
Topic:	Ace Corporate Interviews Learn Corporate Etiquette Write Effective Emails	Semester & Section:	6 & 'A'
Github Repository:	K.Muthu-courses		



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 preperation 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 eve 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 pleasantwork 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.
- Am 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 grammer and spellings.
- Reply within a reasonable time.
- Make sure the attachments is 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.

Date: 20-05-2020 Name: K Muthu

Python Bootcamp 2020 4al17ec038 Course: USN:

build 15 working

applications and Games

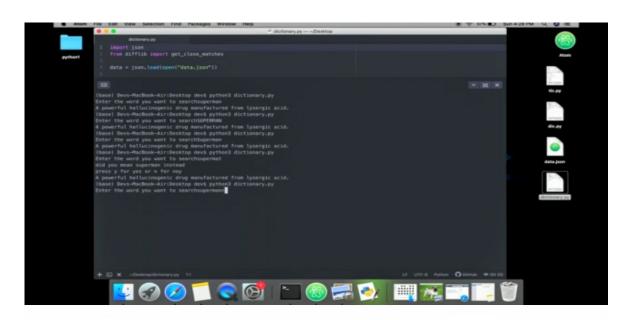
Application 1: Build an Semester & 6 & 'A' Topic:

> Interactive English Section:

Dictionary

AFTERNOON SESSION DETAILS

Image of session



Lectures More



Introduction to this module 110 Video - 01:22 mins Dictionary overview 111 Video - 01:26 mins



Where to get the data 112



Video - 05:55 mins

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

- 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.