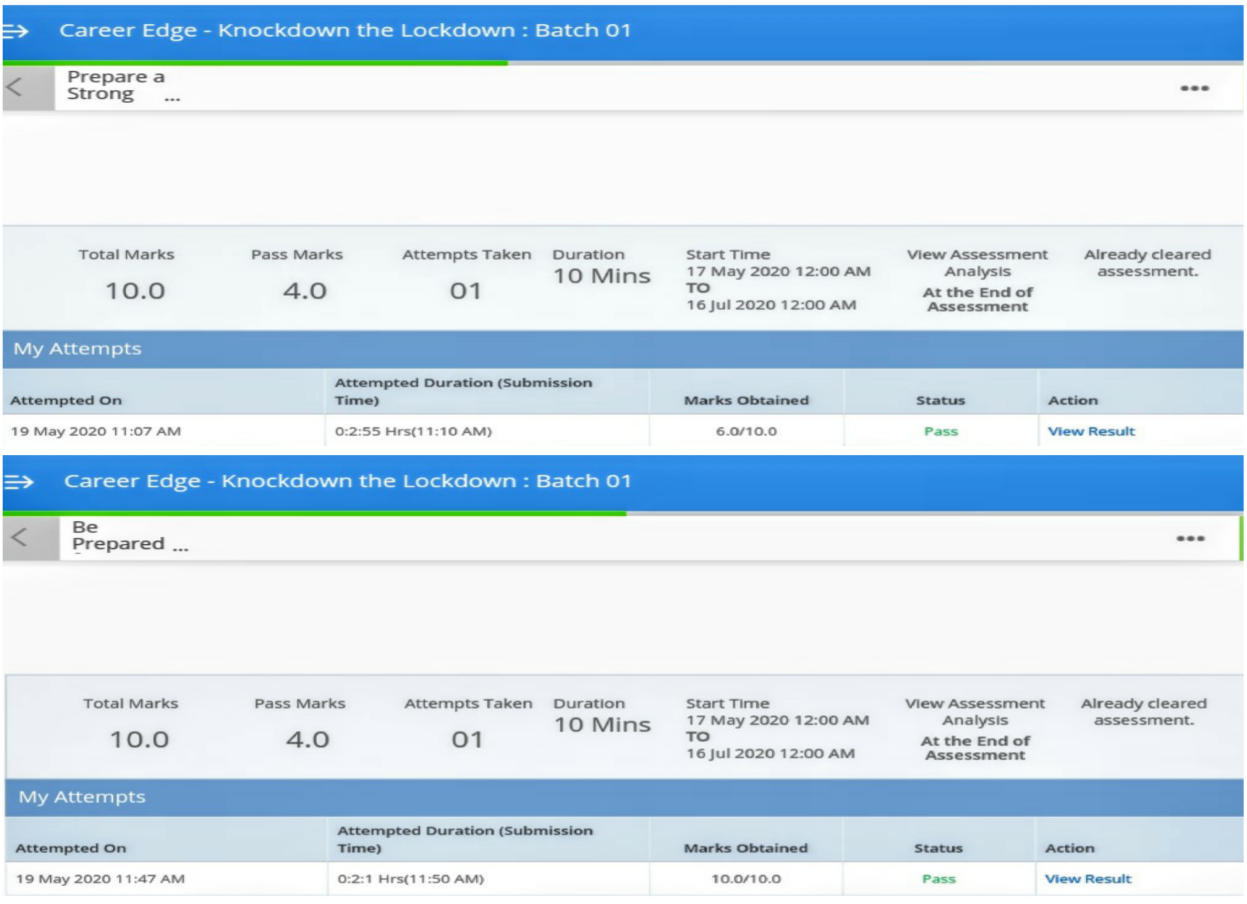
DAILY ASSESSMENT FORMAT

Date:	**19-05-2020**	**Name:**	**K Muthu**
Course:	**TCS-ION CAREER EDGE**	**USN:**	**4al17ec038**
Topic:	Gain Guidance from Career Gurus Write a Winning Resume and Cover Letter Stay Ahead in Group Discussions	**Semester & Section:**	**6 & 'A'**
Github Repository:	**K.Muthu-courses**		

FORENOON SESSION DETAILS

Image of session



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

Gain Guidance from Career Gurus :

- 6 key pillars to get a headstart are Clarity of thought, Access and Visibility, Early preperation, Acquire relevant skills, Compelling resume, Cracking interview.
- *Clarity of thought* - Set a clear goal, Reasonable or achievable, with clear milestones.
- *Access and Visibility* - Means or options should exist or be created within given constraints to gain visibility.
- Early preparation - plan and actively work towards required improvement.
- *Acquire relevent skills* - Build Competency and Skills through training.
- *Compelling resume* - Resume must be simple and concise with correct verified abilities.
- *Cracking Interview* - Present the skills in confident and showcase the intersting fields.

Write a Winning Resume and Cover Letter :

- Resume is the power to get an interview from a dream job.
- Organization use the resume to short list potential candidates.
- The sections in Resume format are Contact details, Objective/Summary, Education, Skills, Personal details.
- Customize the resume to the sector you are applying to.
- First page should catch the attention of the interviewer.
- Use bullets instead of paragraphs.
- Maintain standard space between sections.
- Resume should be crisp and to the point.
- A cover letter gives an initial impression of you.
- Each cover letter should be tailor made to the job you are seeking.
- Cover letter tells the employer how qualified you are for that role.
- A cover letter expresses points that resume might not cover.

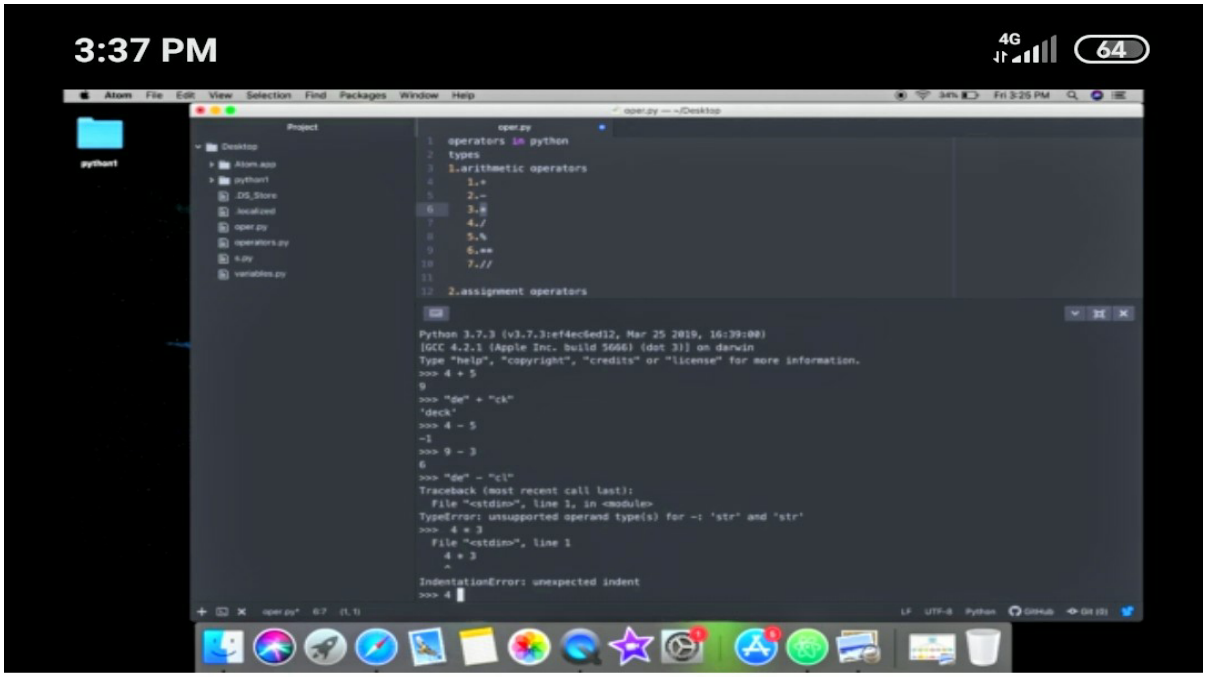
Stay Ahead in Group Discussions :

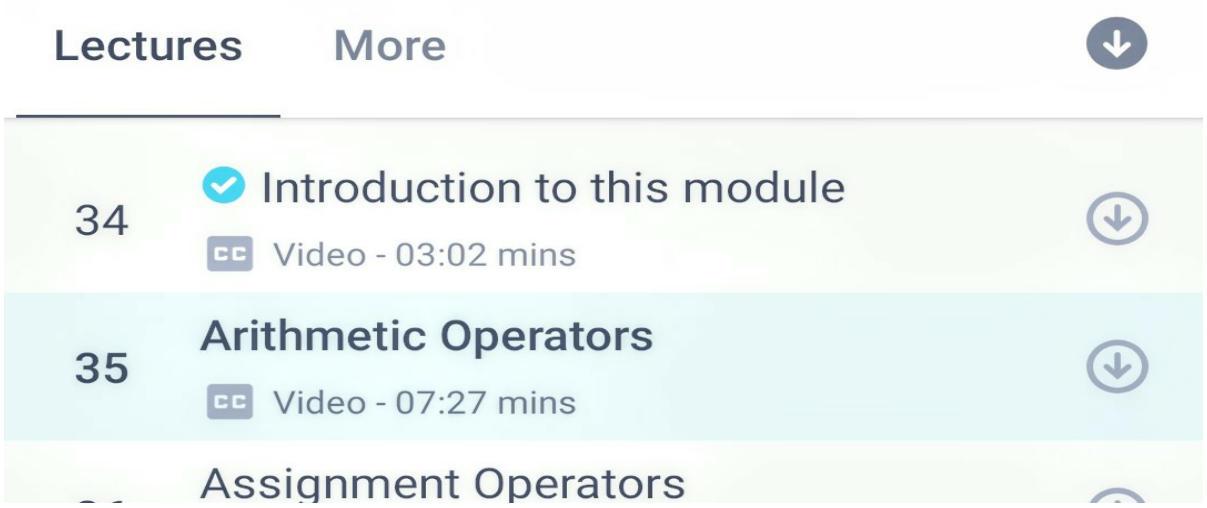
- Group discussion is a positive exchande of views ona particular topic.
- It is time bound and open to all present in the group.
- It is not a competition or an argument where any one person wins.
- It is often used as mass grading process.
- All the participants in a Group Discussion are expected to present their opinions or views.
- A Group Discussion is primarily conducted to check a candidate's Interpersonal skills.
- Points on which a candidate will be assessed are Clarity, Body language, Listening, Tone of voice, Confidence.
- Express the point of view at the earliest.
- Try to initiate the group.
- Maintain eye contact with all members.
- Get the Group Discussion back on track if it has gone astray.
- Be open minded about the topics.
- Don't interrupt mid sentence.
- Don't take any topix personally.
- Don't have an emotional outburst and shout.
- Don't force others to think the way you do.
- Don't agree with all points of view.

Date:	**19-05-2020**	**Name:**	**K Muthu**
Course:	**Python Bootcamp 2020 build 15 working applications and Games**	**USN:**	**4al17ec038**
Topic:	List Comprehension, Functions, File handling, Operators	**Semester & Section:**	**6 & 'A'**

AFTERNOON SESSION DETAILS

Image of session





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List Comprehension :

- List comprehensions provide a concise way to create lists.
- It consists of square brackets containing an expression followed by a for clause, then zero or more for or if clauses.
- The expressions can be anything, meaning you can put in all kinds of objects in lists.
- The result will be a new list resulting from evaluating the expression in the context of the for and if clauses which follow it.
- The list comprehension always returns a result list.
- Rather than creating an empty list and adding each element to the end, you simply define the list and its contents at the same time by using List Comprehension.

Functions :

- A function is a block of organized, reusable code that is used to perform a single, related action.
- Functions provide better modularity for your application and a high degree of code reusing.
- Simple rules to define a function in Python are,
  - ✓ Function blocks begin with the keyword def followed by the function name and parentheses (( )).
  - ✓ Any input parameters or arguments should be placed within these parentheses. You can also define parameters inside these parentheses.
  - ✓ The code block within every function starts with a colon (:) and is indented.
  - ✓ The statement return [expression] exits a function, optionally passing back an expression to the caller. A return statement with no arguments is the same as return None.

File handling :

- Python supports file handling and allows users to handle files i.e., to read and write files, along with many other file handling options, to operate on files.
- The key function for working with files in Python is the open() function.
- The open() function takes two parameters; filename, and mode.
- There are four different methods (modes) for opening a file:
  - ✓ "r" - Read - Default value. Opens a file for reading, error if the file does not exist
  - ✓ "a" - Append - Opens a file for appending, creates the file if it does not exist
  - ✓ "w" - Write - Opens a file for writing, creates the file if it does not exist
  - ✓ "x" - Create - Creates the specified file, returns an error if the file exists

Operators :

- Operators are the constructs, which can manipulate the value of operands.
- Consider the expression 4 + 5 = 9. Here, 4 and 5 are called operands and + is called the operator.
- Types of Operators are,
  - ✓ Arithmetic Operators
  - ✓ Comparison (Relational) Operators
  - ✓ Assignment Operators
  - ✓ Logical Operators
  - ✓ Bitwise Operators
  - ✓ Membership Operators
  - ✓ Identity Operators