

## DAILY ASSESSMENT FORMAT

<b>Date:</b>	<b>20-05-2020</b>	<b>Name:</b>	<b>K B KUSHI</b>
<b>Course:</b>	<b>TCSION</b>	<b>USN:</b>	<b>4AL17EC107</b>
<b>Topic:</b>	<b>1.Ace corporate Interviews 2.Learn Corporate Etiquette 3.Write effective Emails</b>	<b>Semester &amp; Section:</b>	<b>6 &amp; B</b>
<b>Github Repository:</b>	<b><a href="https://github.com/alvas-education-foundation/KUSHI-02.git">https://github.com/alvas-education-foundation/KUSHI-02.git</a></b>		

### FORENOON SESSION DETAILS

#### Image of session

#### 1. Ace corporate Interviews

The screenshot displays the TCSION Digital Learning platform. The main content area shows the assessment details for 'Understand How to Ace Corporate Interviews'. The assessment has a total mark of 10.0, a pass mark of 4.0, and was attempted once with a duration of 10 minutes. The start time was 30 Apr 2020 12:00 AM and the end time was 29 Jun 2020 12:00 AM. The status is 'Pass' and the action is 'View Result'.

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
20 May 2020 09:05 AM	0:3:20 Hrs(09:08 AM)	10.0/10.0	Pass	<a href="#">View Result</a>

#### 2.Learn Corporate Etiquette

Search the web...

TCS ION Digital Learning Hub x Digital Learning - Career Edge - x

g41.tcsion.com/LX/contents/content\_home?content\_player=true&org\_id=1016&TargetOrgId=3876&usrorgid=1016&LaunchFrom=IHUB&User-Agent=Computer&c\_id=career-e...

TCS ION Digital Learning Empowering Learning Outcomes Kushi

Career Edge - Knockdown the Lockdown : Batch 01

Learn Corporate Etiquette

Total Marks 10.0	Pass Marks 4.0	Attempts Taken 01	Duration 10 Mins	Start Time 30 Apr 2020 12:00 AM TO 29 Jun 2020 12:00 AM	View Assessment Analysis At the End of Assessment	Already cleared assessment.
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My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
20 May 2020 10:21 AM	0:3:38 Hrs(10:25 AM)	9.0/10.0	Pass	View Result

Type here to search

10:25 20-05-2020

### 3. Write effective Emails

Search the web...

TCS ION Digital Learning Hub x Digital Learning - Career Edge - x

g41.tcsion.com/LX/contents/content\_home?content\_player=true&org\_id=1016&TargetOrgId=3876&usrorgid=1016&LaunchFrom=IHUB&User-Agent=Computer&c\_id=career-e...

TCS ION Digital Learning Empowering Learning Outcomes Kushi

Career Edge - Knockdown the Lockdown : Batch 01

Write an Effective Email

Total Marks 10.0	Pass Marks 4.0	Attempts Taken 01	Duration 10 Mins	Start Time 30 Apr 2020 12:00 AM TO 29 Jun 2020 12:00 AM	View Assessment Analysis At the End of Assessment	Already cleared assessment.
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My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
20 May 2020 11:37 AM	0:3:49 Hrs(11:41 AM)	9.0/10.0	Pass	View Result

Type here to search

11:41 20-05-2020

### Report-

#### 1. Ace corporate Interviews

##### OBJECTIVES:

- Interview process before the interview
- Interview process during the interview
- Interview process after the interview

- **FAQ's during an interview**

**We learnt about the 4 P's. That is the: Prepare, Practice, Present, Participate**

**Points to remember before the interview:**

- **A good assessment of yourself**
- **Researching about the organisation**
- **Updating your resume**
- **Preparing a list of possible questions**
- **Understanding the venue details**

**We also learnt about some of the Do's and Don'ts for some of the recently asked questions.  
For example:**

- **Why should we hire you?**
- **What are your strengths**
- **What are your weaknesses**

**Hence in this section we have learnt,**

- **The importance of an interview.**
- **The skills and expertise an interview requires.**
- **The rules of a face to face interview.**
- **To develop a good opening and closing in an interview.**
- **To recognize our strengths and weaknesses.**

## **2.Learn Corporate Etiquette**

**Objectives-**

- **What is etiquette?**
- **Basic rules of corporate etiquette**
- **Dressing in business**
- **Cubicle etiquette**
- **Internet etiquette**
- **Meeting etiquette**

**We learnt about some basic rules to be followed like:**

- **Handshakes**
- **Business cards**
- **Distance while speaking**
- **Listening in a meeting**
- **Language**
- **Personal details and hygiene**
- **Internet, Cubicle, Meeting etiquette**
- **Dress code**

Following the Do's and Don'ts of the above-mentioned rules, one can be a good corporate person and maintain a good corporate life.

### **3. Write effective Emails**

**Objectives:**

- Introduction to email etiquette
- Format of an email
- Do's and Don'ts of email writing

In this section, we learnt about the structure of writing an email. The structure should be as follows:

- To
- Subject
- Opening
- Mid body
- Complimentary close
- E-Signature (if necessary)

The email should be proof read before sending.

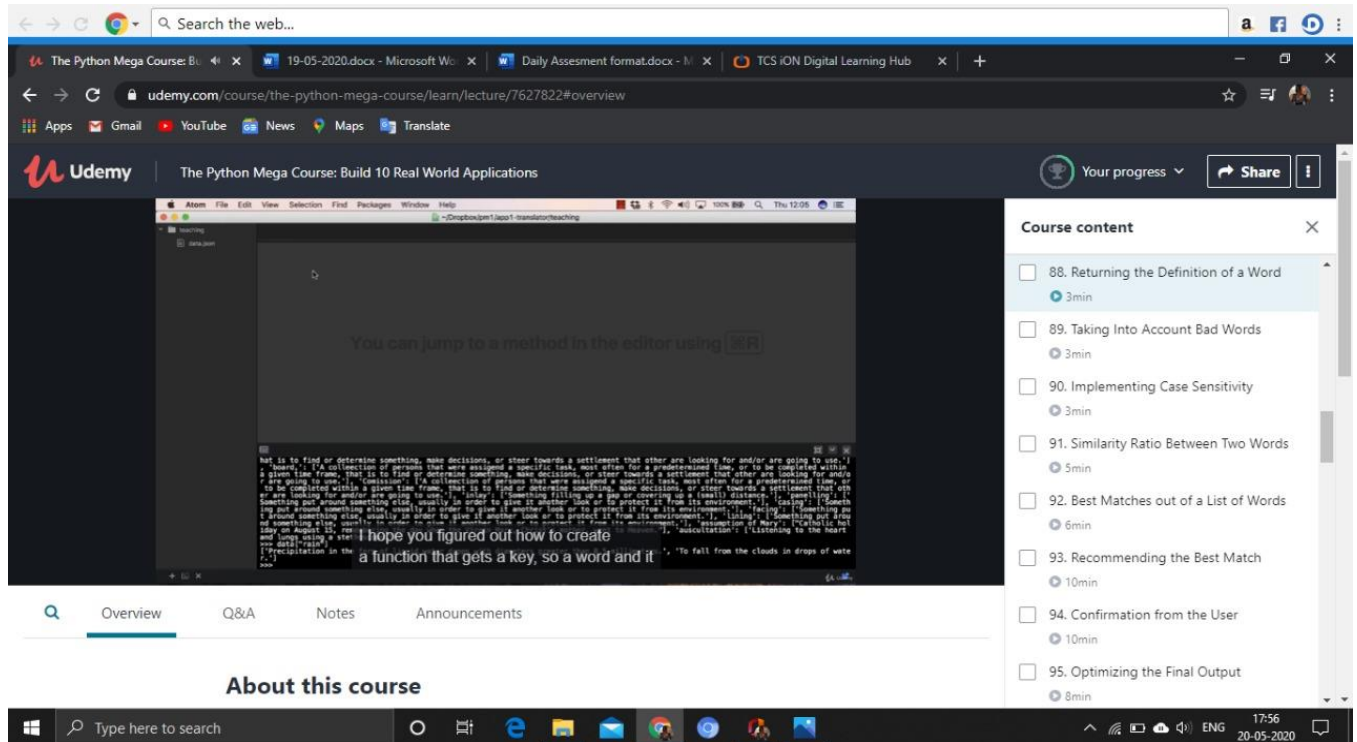
It must be spell checked.

The tone of the voice used must be polite.

Hence in this section,

- We learnt to write an effective subject line and text.
- To follow company's email policy
- To use an appropriate opening and closing line
- To respond to email promptly.

Date:		20-05-2020	Name:	K.B. KUSHI
Course:		Udemy-Python	USN:	4AL17EC107
Topic:		Application1- Build an interactive English dictionary	Semester & Section:	6 & B



## REPORT:

In this application we learnt-

The method to load data in python dictionary

After loading the data, the ways to return the meaning of the word in the python dictionary

We learnt about the best matches in a list of words for the given data

It returns the definition of the word

We implemented case sensitivity

It recommends the best match

