**DAILY ASSESSMENT FORMAT**

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| **Date:** | **21-05-2020** | **Name:** | **Karthik J** |
| **Course:** | **TCS ion** | **USN:** | **4AL16EC030** |
| **Topic:** | 1. Learn Corporate Telephone Etiquette  2. Understand Accounting Fundamentals  3. Skills required for IT jobs. | **Semester & Section:** | **8TH A** |
| **GitHub Repository:** | Karthik-J |  |  |

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| **T**oday I gained the knowledge about  **1. Learn Corporate Telephone Etiquette**  In the above-mentioned topic, I learned about:  Telephone etiquette is also one way of improving communication skills. As the saying goes, first impressions last; most business transactions start with a telephone call, and how the conversation goes often gives the customer an overall impression of the business. Thus, learning proper business telephone etiquette is important because a call can either make or break a potential future business client. Common telephone etiquettes are:  * Keep a pleasant voice pitch. Use warm wishes like “good morning, “how are you, good sir?” and such. First impressions are the last impressions. So make them last. * Know your audience: It’s important to know who you are speaking to set the tone and use relatable language with them. * Never call any person at odd hours like early morning or late nights as the person will definitely be sleeping and will not be interested in talking to you. * If you are the one who has called, before starting the conversation, introduce yourself first ad=nd then definitely confirm whether you are talking to the right person. Example – Hello ma’am. Good morning. My name is Pratyush, I am calling from Toppr.com. Am I speaking with Neha?” * Make sure your content is crisp and relevant. Don’t play with [words](https://www.toppr.com/guides/english/vocabulary/words/), come to the point directly and convey the information as required. If you the one dialing, first prepare your content thoroughly and then only pick up the receiver to start interacting. * Re-check the dialed number to avoid unwanted confusion and mistakes. * Remember you are making a conversation. Be a good listener and always ask for feedback to know whether you have the other person on the same page as you. Also, when the call is done, always ask politely to the person on the other hand if that is all? Then end with pleasantries.   **2. Understand Accounting Fundamentals**  In the above-mentioned topic, I learned about: 1.Revenue Recognition Principle Revenue Recognition Principle is mainly concerned with the [revenue being recognized in the income statement of an enterprise](https://www.iedunote.com/income-statements). Revenue is the gross inflow of cash, receivables or other considerations arising in the course of ordinary activities of an enterprise from the sale of goods, rendering of services and use of enterprise resources by others yielding interests, royalties, and dividends. It excludes the amount collected on behalf of third parties such as certain taxes. In an agency relationship, the revenue is the amount of commission and not the gross inflow of cash, receivables or other considerations. 2. Full Disclosure Principle According to this principle, the financial statements should act as a means of conveying and not concealing. The [financial statements must disclose all the relevant and reliable information](https://www.iedunote.com/financial-statements-definition-component-importance) which they purport to represent so that the information may be useful for the users. For this, it is necessary that the information is accounted for and presented in accordance with its substance and economic reality and not merely with its legal form. 3. Objectivity Principle According to the Objectivity Principle, the accounting data should be definite, verifiable and free from the personal bias of the accountant. In other words, the [Objectivity Principle requires that each recorded transaction/event in the books of accounts](https://www.iedunote.com/transactions-events-difference) should have adequate evidence to support it.In historical cost accounting, the accounting data are verifiable since the transactions are recorded on the basis of source documents such as vouchers, receipts, cash memos, invoices, etc. At the same time, the accounting data is ‘bias-free’ since the accounting data are not subject to the bias of either management or of the accountant who prepares the account. 4. Matching Principle According to Matching Principle, the expenses incurred in an accounting period should be matched with the revenues recognized in that period, e.g., if revenue is recognized on all goods sold during a period, the cost of those goods sold should also be charged to that period. It is wrong to recognize revenue on all sales, but charge expenses only on such sales as are collected in cash till that period. This concept is basically an accrual concept since it disregards the timing and the amount of actual cash inflow or cash outflow and concentrates on the occurrence (i.e. accrual) of revenue and expenses.  **3. Skills required for IT jobs.**  Soft skills are qualities that are innate to your personality. They often can't be taught or are somewhat difficult to teach. They're essential to interpersonal success, and often to success at work. You may be wondering what jobs require the skills that come naturally to you. And if you're curious about what jobs require communication, problem-solving capabilities and analytical skills, keep reading. We'll explain why IT jobs might be a great fit for you, but before we leap into that territory, here are some things you should know about the technical expertise needed in IT. |
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| **Date:** | | **21-05-2020** | **Name:** | **Karthik J** |  |
| **Course:** | | [Programming with Python: Hands-on Introduction for Beginners](https://www.udemy.com/course/python-programming-beginners/) | **USN:** | **4AL16EC030** |  |
| **Topic:** | |  | **Semester & Section:** | **8th A** |  |
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|  | **Python - Strings** Strings are amongst the most popular types in Python. We can create them simply by enclosing characters in quotes. Python treats single quotes the same as double quotes. Creating strings is as simple as assigning a value to a variable.  e.g. var1 = 'Hello World!'  var2 = "Python Programming Accessing Values in Strings Python does not support a character type; these are treated as strings of length one, thus also considered a substring.To access substrings, use the square brackets for slicing along with the index or indices to obtain your substring.  Example:  var1 = 'Hello World!'  var2 = "Python Programming"  print "var1[0]: ", var1[0]  print "var2[1:5]: ", var2[1:5  output:  var1[0]: H  var2[1:5]: ytho Updating Strings You can "update" an existing string by (re)assigning a variable to another string. The new value can be related to its previous value or to a completely different string altogether.  Example:  var1 = 'Hello World!'  print "Updated String:- ", var1[:6] + 'Python'  output:  Updated String :- Hello Python String Formatting Operator One of Python's coolest features is the string format operator %. This operator is unique to strings and makes up for the pack of having functions from C's printf() family.  Example:  print "My name is %s and weight is %d kg!" % ('Zara', 21)  output:  My name is Zara and weight is 21 kg! Triple Quotes Python's triple quotes comes to the rescue by allowing strings to span multiple lines, including verbatim NEWLINEs, TABs, and any other special characters. Unicode String Normal strings in Python are stored internally as 8-bit ASCII, while Unicode strings are stored as 16-bit Unicode. This allows for a more varied set of characters, including special characters from most languages in the world. | | | | |