DAILY ASSESSMENT FORMAT

Date:	**20-05-2020**	**Name:**	**Kavya M M**
Course:	**TCSion**	**USN:**	**4AL17EC040**
Topic:	**Communication skills**	**Semester & Section:**	**6th A**
Github Repository:	**KavyaECE040**		

FORENOON SESSION DETAILS

Career Edge - Knockdown the Lockdown : Batch 01

66.07%

Learn Corporate Etiquette

Total Marks	Pass Marks	Attempts Taken	Duration	Start Time	
10.0	4.0	01	10 Mins	17 May 2020 12:00 AM TO 16 Jul 2020 12:00 AM	View Assessment Analysis Already cleared At the End of Assessment assessment.

My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
20 May 2020 03:04 PM	0:6:3 Hrs(03:10 PM)	9.0/10.0	Pass	View Result

Career Edge - Knockdown the Lockdown : Batch 01

57.14%

Understand How to Ace Corporate Interviews

Total Marks	Pass Marks	Attempts Taken	Duration	Start Time	
10.0	4.0	01	10 Mins	17 May 2020 12:00 AM TO 16 Jul 2020 12:00 AM	View Assessment Analysis Already cleared At the End of Assessment assessment.

My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
20 May 2020 02:35 PM	0:3:48 Hrs(02:39 PM)	7.0/10.0	Pass	View Result

Career Edge - Knockdown the Lockdown : Batch 01

48.21%

Be Prepared for Group Discussions

Total Marks	Pass Marks	Attempts Taken	Duration	Start Time	View Assessment Analysis
10.0	4.0	01	10 Mins	17 May 2020 12:00 AM TO 16 Jul 2020 12:00 AM	At the End of Assessment

Already cleared assessment.

My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
19 May 2020 10:10 PM	0:3:15 Hrs(10:13 PM)	9.0/10.0	Pass	View Result

Career Edge - Knockdown the Lockdown : Batch 01

75%

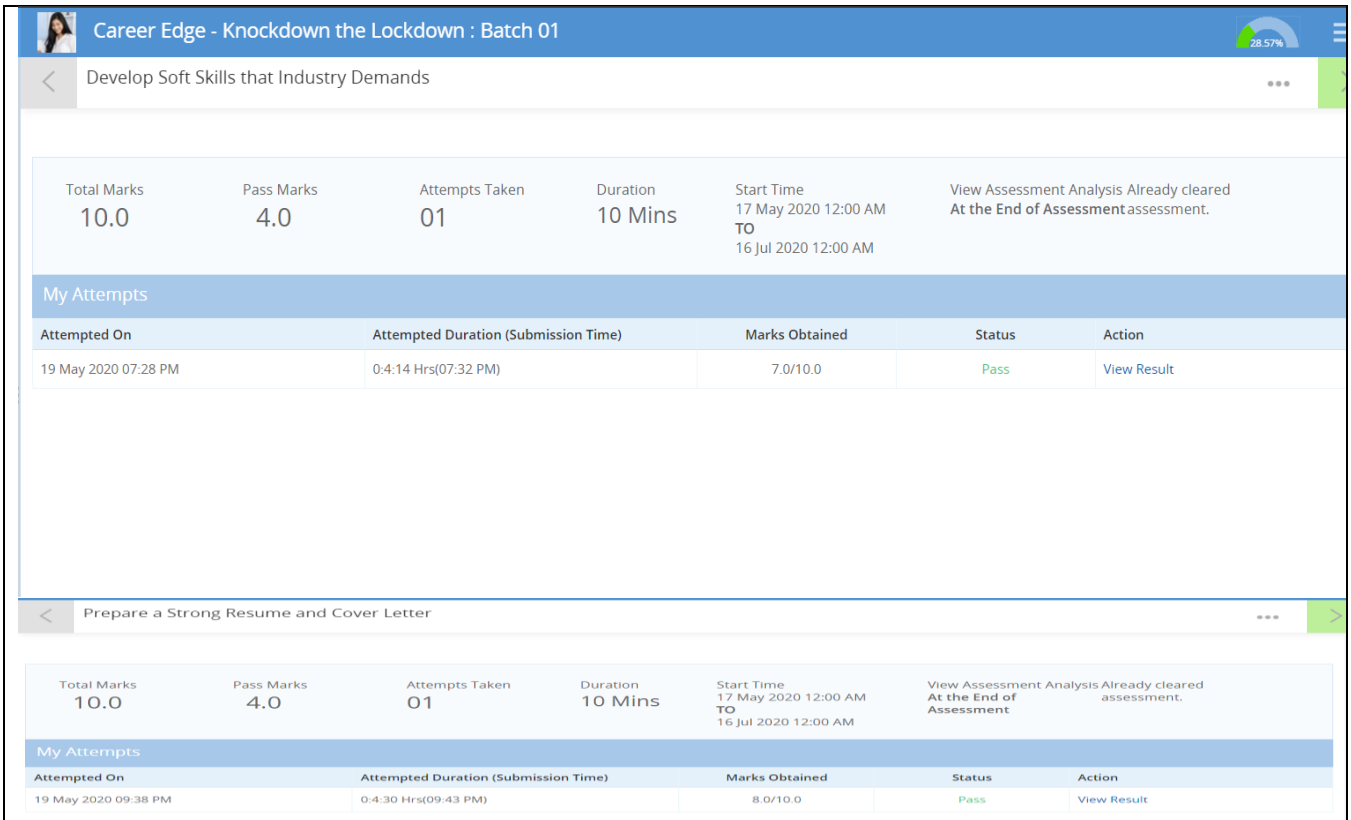
Write an Effective Email

Total Marks	Pass Marks	Attempts Taken	Duration	Start Time	View Assessment Analysis
10.0	4.0	01	10 Mins	17 May 2020 12:00 AM TO 16 Jul 2020 12:00 AM	At the End of Assessment

Already cleared assessment.

My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
20 May 2020 03:49 PM	0:7:8 Hrs(03:56 PM)	7.0/10.0	Pass	View Result



Soft skills helps in acquiring and maintaining healthy relationship connect with people.

Key soft skills:

- Good communication skill
- Being aware of body language
- Ability to work in a team
- Communication skills
- Time management
- Negotiation skill
- Critical thinking
- Self confidence
- Business etiquette
- Goal setting
- Team work

Importance of soft skills:

- Express thoughts
- Work in a team
- Interview handling
- Ability to empathize
- Self-awareness
- Learning and sharing
- Interpersonal skills
- Builds confidence
- Good work ethic

Hard skills are tangible.

Career guidance frame work:

Why do we need a head start?

- Intense competition
- Talent acquisition
- Employable skills
- Changing job roles
- Employment outlook – positive

6 key pillars to get a head start:
- Clarity of thought
- Access and visibility
- Early preparation
- Compelling resume
- Cracking the inter view

Resume and cover paper:

Resume is me in paper
Cover letter is a quick glance skills and experience

Types of resume:
1. Chronological resume
2. Functional resume
3. Combinational resume

Group discussion:

- A group discussion is not a debate
- To be aware of your body language
- To keep a check on your tone of voice and the language used
- To update yourself with current information
- Not to panic

- To maintain a formal decorum

Ace corporate interviews:

- Be thorough prepared
- Update resume
- Dress formally
- Reach before time
- Research the organization
- Be polite and courteous to all
- Be aware of our body language

Corporate etiquette:

Business etiquette can be defined as all the rules that one has to follow when in a business environment

- Business etiquette is essential to build healthy professional relationships
- Basic rules should be followed at the door and elevator
- Dressing and internet etiquette should be followed as per company policy

Effective email:

Email is the short form for electronic mail. It is the formation sent electronically between two or more people over a network. It involves a sender and receiver

An email is communication that happens in real time and can get important data across to people in various geographies. An email is a record of the communication that has happened and is stored in the server of the organization.

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Course: python	**USN:4AL17EC040**
Topic: Basics	**Semester & Section:6th A**

AFTERNOON SESSION DETAILS

List:

- A list comprehension is an expression that creates a list by iterating over container
- A basic list comprehension:
  [i*2 for i in [1, 5, 10]
  Output: [2, 10, 20]
- List comprehension with if condition:
  [i*2 for I in [1, -2, 10] if i>0]
  Output: [2, 20]
- List comprehension with an if and else endition:
  [i*2 if i>0 else 0 for I in [1, -2, 10]
  Output: [2, 0, 20]

We can read an existing file with python:

```
with open("file.txt", "w") as file:
    content = file.read()
```

We can create a new file with python and write some text on it:

```
with open("file.txt", "w") as file:
    content = file.write("sample text")
```

We can append text to an existing file without overwriting it:

```
with open("file.txt", "a") as file:
    content =file.write(:more sample text")
```

We can do both append and read a file with:

```
with open("file.txt", "a") as file:
    content = file.write("even more sample text")
    file.seek(0)
    content = file.read()
```