DAILY ASSESSMENT FORMAT

Date:	19-05-2020	Name:	Kavya M M
Course:	TCSion	USN:	4AL17EC040
Topic:	Communication skills	Semester & Section:	6th A
Github Repository:	Kavya_ECE040		

FORENOON SESSION DETAILS

| Make Impactful Presentations | | | | | ··· | > |

Total Marks	Pass Marks	Attempts Taken	Duration	Start Time	View Assessment Analysis Already cleared
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 assessment.

My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
19 May 2020 11:58 AM	0:4:44 Hrs(12:03 PM)	6.0/10.0	Pass	View Result

Report on presentation skills:

Attractive presentation + audience connect + audience interaction = great presentation.

Designing effective presentation:

- Before creating a presentation, we have to go through these 5 W's: What, Who, Why, Where, When.

- Number of slides
Keep the number of slides minimum.

- Fewer words:

Use a single word or sentence and the elaborate as you present.

- Simple language:
1. Jargon and slang should be avoided
2. The language used should be simple and understood by all
3. Abbreviated words should be used only after using the full form for the first time

- A few images per slide
1. Adding too many images will cause confusion and distraction
2. The presenter and the audience may lose their flow of thoughts

- One thought per slide
1. Cover a single sub topic in a slide
2. Do not overlap sub topics in the same slide

- Effective use quotation
1. Powerful quotations can do the trick for conveying messages faster and in an efficient manner
2. This helps reduce the number of slides and gets the audience thinking
3. Remember to give credits to the author

- The final slide:
1. Include an FAQ where relevant
2. End with a thank you slide so that the audience is aware of the session

- Readable font:
1. No one likes to strain their eyes while reading the content in a presentation
2. The size and font type should be readable even from the end of the room where projected
3. Make sure that you use fonts that are common to all versions of MS office
4. Use italics and bold for emphasis

- Not use all upper case
1. Typing in UPPER CASE is considered as shouting in the internet language
2. Use of all UPPER CASE in a sentence makes it look jumbled and difficult to read

- Attractive slides
- Use image for simplify content
- Sound/animation
- Background
- Use visual aid

Make an effective presentation:

1. Preparation before the presentation
   - Make notes
   - Rehearse the presentation
   - Gather all the material
   - Feedback

2. Different methodologies can be followed based on the occasion:
   - Formal meeting
   - Knowledge sharing
   - Team meeting
   - Brain storming

Before presentation:

- Arrive early
- Check seating arrangement
- Keep prompt cards ready
- Proof read

During presentation:

- Maintain time
- Explain the points with anecdotes
- Be aware of your body language
- Mention time to handle questions
- Use humour
- Have an interactive introduction

Date:19may2020   **Name:Kavya_M_M**

Course: python   **USN:4AL17EC040**

Topic: Basics   **Semester &**

                                          Section:6th A

AFTERNOON SESSION DETAILS
Image of session

In this session I learned about function, loops.

Function:

```
def cube_volume(a):
    return a*a*a
```

Conditional blocks:

```
mes = "hello there"
if "hello" in mes:
    print("hi")
else:
    print("I don't understand")
```

Check if a value is of a certain type with:

```
isinstance ("abc", str)
isinstance ([1, 2, 3], list)
```

- A python program can get user input via the input function
- The input function halts the execution of the program and gets text the user:
  name = input ("Enter your name")

- The input function converts any input to a string, but you can convert it back to int or float.

Using loops we can call any function multiple times, even your own functions. Let's suppose we defined this function:

```
def Celsius_to_kelvin(cels):
    return cels + 273.15
```

That is a function that gets a number as input, adds 273.15 to it and returns the result. A for loop allows us to execute that function over a list of numbers

```
Monday_temp = [9.1, 8.8, -270.15 ]
for temp in Monday_temp:
    print(Celsius_to_kelvin(temp))
```