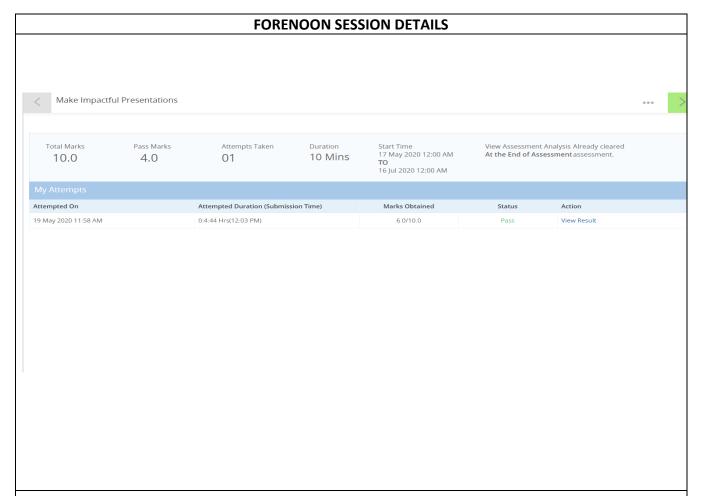
DAILY ASSESSMENT FORMAT

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



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:6 th A
1	AFTERNOON SESSION DETAILS
Image of session	

In this session I learned about function, loops.

Function:

```
def cube_volume(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))
```