**DAILY ASSESSMENT FORMAT**

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

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| **FORENOON SESSION DETAILS** |
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| 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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| **Date:20may2020** |  | **Name:Kavya\_M\_M** |  | |
| **Course: python** |  | **USN:4AL17EC040** |  | |
| **Topic: Basics** |  | **Semester & Section:6th A** |  | |
| **AFTERNOON SESSION DETAILS** | | | |
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| 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() | | | |