**DAILY ASSESSMENT FORMAT**

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| **Date:** | **21-05-2020** | **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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| **Corporate telephone etiquette:**  It is a popular belief, that the first impression is a reflection of you and the work you do. It is an art which can be mastered to build stronger customer relationship.  To leave a good first impression: APEND   * Be Alert * Be pleasant * Be Expressive * Be Natural * Be Distinctive   Voicemail etiquette  Voicemails are digital recordings of incoming and outgoing voice messages. The voicemail system allows the caller to convey a message even in the absence of the called person.  Features of voicemail   * Message can be taken from multiple callers * Message from the called person is conveyed to each person who calls * Message can be stored for a long time * Message can be stored externally: Locally or network or cloud storage   Essential guidelines for telephone etiquette:   * Answer the phone promptly * Identify your organization and then yourself * Show your genuine interest in the caller * Address their problems positively * Speak directly into the receiver * Listen patiently   Summary of telephone etiquette:   * Clarity over the phone is a must * Engage in positive conversation * Make the caller feel important * Always keep a smile in your tone/voice * Listen to the caller patiently * Be courteous and concise * Answer the phone within 2-3 mins * Ask permission before putting them on hold   Basics of accounting:  Accounting is a system which collects and processes financial information of business  Accounting is called as language of business. The need of business for recording (business) transaction in systematic manner has given rise to book-keeping. Only transaction related t business expression in money terms are recorded.  The process of accounting is below.  Student management system has “Normalized” tables- Designed for transactions(save/read). |

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| **Date:21may2020** |  | **Name:Kavya\_M\_M** |  | |
| **Course: python** |  | **USN:4AL17EC040** |  | |
| **Topic: Basics** |  | **Semester & Section:6th A** |  | |
| **AFTERNOON SESSION DETAILS** | | | |
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| * Builtin objects are all objects that are written inside the python interpreter in C language. * Builtin modules contain builtins objects * Some builyin objects are not immediately available in the global namespace. They are parts of a builtin module. To use those objects the module needs to be imported first. * Ex:   import time  time.sleep(5)   * A list of all builtin module can be printed out with:   import sys  sys.builtin\_module\_names   * Standard libraries is a jargon that include both builtin module written in C and also modules written in python * Standard libraries written in python reside in the python installation directly as .py files. We can find their directory path with sys.prefix * Package are a collection of .py modules * Third-party libraries are packages or modules written by third-party persons (not the python core development team). * Third-party libraries can be installed from the terminal / command line:   Windows:    Pip install pandas or python -m pip install pandas  Mac or linex :  Pip3 install pandas or python3 -m pip3 install pandas | | | |