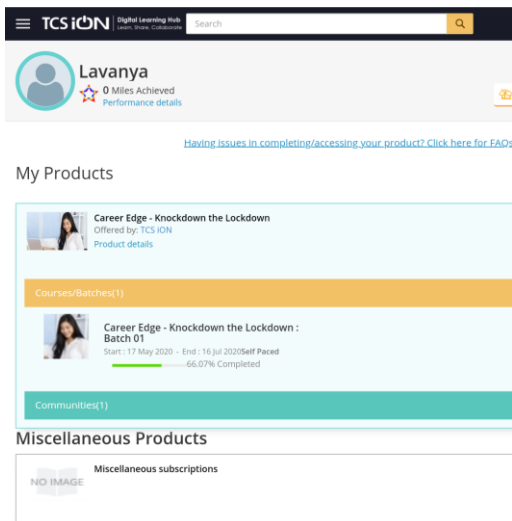


## DAILY ASSESSMENT FORMAT

Date:	20/05/2020	Name:	Lavanya B
Course:	TCSION	USN:	4a117ec043
Topic:	Ace corporate interview, etiquette, writing mail	Semester & Section:	6th A
Github Repository:	Lavanya-B		

### FORENOON SESSION DETAILS

#### Image of session



#### Report –

### Ace corporate interview

Interview is a widely used process of screening application of jobs.

It gives direct information about a candidate, his/her skills, background and personality type.

#### Interview preparation

Prepare

Practice

Participate

Present

- A good assessment of yourself
- Researching the organisation
- Updating the resume
- Prepare for the questions commonly asked
- Understand the venue details

### **Do's**

Dress appropriately

Take care of personal grooming & cleanliness

Reach early

Be sure about interview time, location

### **Don'ts**

Don't stay up late at night

Don't over react

Don't hold negative thoughts

Don't feel nervous

Don't forget to be courteous to everyone

## **Business Etiquette**

It can be defined as all the rules that one has to follow when in the business environment.

Hand shaking

Use business cards

Introduce every one

In meeting-do listen to speaker

Mind on language used

Volume of your voice

Don't ask personal questions

Check body odour every time

Maintain discipline in cafeteria

Don't interrupt the person

### **Cubical etiquette**

Maintain the calendar

Few decorative items

Pen and notepad

Remove potions

Switch off light and laptop after the work

Seek permission before entering the colleague's cubical

## **Don'ts**

Don't talk loudly  
Don't eat at workstation  
Don't use the office phone for personal use  
Don't leave the important documents open  
Don't loiter around  
Don't play games in cubical

## **Meeting etiquette**

Read about agenda  
Carry pen & notepad  
Be punctual  
Be attentive  
Dress appropriately  
Be polite while asking questions

# **Compose Effective Emails**

Email is the short form for Electronic Mail. It is the information sent electronically between two or more people over a network. It involves a sender and receiver.

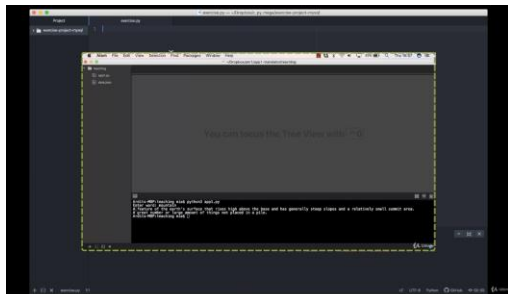
- To write an email using the structure of an Email.
- To write an effective subject line and text.
- To use correct spellings and grammar.
- To follow your company's Email policy

**Date:** 20/05/2020  
**Course:** Python  
**Topic:** Application 01

**Name:** Lavanya B  
**USN:** 4a17ec043  
**Semester** 6th A  
**& Section:**

### AFTERNOON SESSION DETAILS

#### Image of session



Lectures More



- 93 Video - 09:42 mins
- 94 Confirmation from the User  
Video - 10:17 mins
- 95 Optimizing the Final Output  
Video - 07:51 mins
- 96 Version 1.1 (E)  
Article - Resources (1)
- 97 Version 1.1: Code  
Article
- 98 Version 1.2 (E)  
Article
- 99 Version 1.2: Code  
Article

Section 14 - Project Exercise with Python and MySQL: Interactive English Dictionary

#### 100 Intro to the App

Video - 02:03 mins

#### 101 Making the App

Video - 10:37 mins - Resources (1)

More SQL Statements

## **Report –**

### **Application 1 :**

- **Build an Interactive English Dictionary:**
- **How the output look like when we want the meaning of a word in python dictionary teaching.**
- **Interfacing the data is just like a python dictionary**
- **How to load the data to the python dictionary.**
- **How to returning the definition of word using python program.**
- **How to do best matches out of a list of words in a sequence or in the list of keys.**
- **Program returns the definition of acronyms by astering the program.**