**DAILY ASSESSMENT FORMAT**

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| **Date:** | **18/05/2020** | **Name:** | **Mamatha.m** |
| **Course:** | **TCSION** | **USN:** | **4al16ec035** |
| **Topic:** | **COMMUNICATION TO IMPRESS** | **Semester & Section:** | **6th b** |
| **Github Repository:** | **MAMATHA04** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session**  **tcs.JPG** |
| **Report – Communicate to Impress-**  **Communication Involves:**  **1.Intanation**  **2.Body Language**  **3.Facial Expression**  **4.Non-Verbal Communication Devices**  **Objectives :**  **● Importance of Communication**  **● Process of Communication**  **● Barriers od Communication**  **● Distinguish between verbal and Non Verbal Communication**  **● Use communication Effectively**  **Why Communication Skill ?**  **If you Improve your Communication Skill,I guarantee you that you will earn fifty percent more Money over your Lifetime**    **Importance of Communication :**  **● Give Information**  **● Persuade**  **● Express Need**  **Types of Communication :**  **● Verbal**  **● Non-Verbal**  **● Visual**  **● Written**  **Process of Communication :**  **Sender-> Encoder -> Channel -> Decoder -> Receiver**  **Effective Communication :**  **Do’s**  **● Maintain Eye Contact**  **● Dress for the Occasion**  **● Speak with Clarity**  **● Right tone of Voice**  **● Correct Posture**  **● Positive Facial Expression**  **Avoid**  **● Checking Phone while Conversation**  **● Dressing Shabbily**  **● Fumbling,Using too many filter Words while Talking**  **● Speaking Rudely**  **Deliver Presentation with Impact :**  **● Create a Attractive Presentation**  **● Engage the Audience**  **● Handling Questions Effective Presentation**  **● Formal Conference**  **● Knowledge Transfer**  **● Team Meeting**  **● Brain Storming**    **Formal Conference :**  **● Decide wether to us the podium or not**  **● If it is large audience MIcrophone Will be needed**  **● Check the Working of the Microphone**  **● Use Remote to Navigate Slides**  **● Make sure Formally Dressed**  **Develop Soft Skills for the Workplace :**  **● Explain the Importance of the Soft Skills**  **● Distinguish between Hard and Soft Skills**  **What is Soft Skills ?**  **● Communication**  **● Negotiation Skills**  **● Critical Thinking**  **● Self Confidence**  **● Business Etiquettes**  **● Goal Setting**  **● Team Work** |

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| **Date:18/05/2020** |  | **Name:MAMATHA.M** |  | |
| **Course:PYTHON** |  | **USN:4AL16EC035** |  | |
| **Topic:Small program,data types,operation with data types** |  | **Semester & Section:** | **6th bsec** | |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session**  **python.JPG** | | | |
| **Report –**  **1. Course Introduction**  **2. How to Contact Your Instructor**  **3. Preview of the 10 Apps**    **IDE :**  **● Python 3 and the Visual Studio code IDE is most efficiently used IDE’s.**  **● There are two ways of executing the python Code,Code can be executed in the Shell or It can be executed by the help of the IDE.**  **First Python Code :**  **>>>import datetime**  **>>>print(datetime.datetime.now())**  **Optimized Code :**  **>>> import datetime**  **>>>print(“The Date and Time Is”,datetime.datetime.now())**  **Variables :**  **import datetime mynow=datetime.datetime.now() print(mynow)**  **variable- can store any kind of data**  **>>>mynumber=10 >>>mytext=”hello”**  **print(mynumber,mytext)**    **>>>x=10**  **>>>y=”10”**  **>>>sum1=x+x**  **>>>sum2=y+y**  **print(sum1+sum2)**  **Excercise:**  **x = 3 y =**  **4 z = 3 s =**  **x+y+z**  **print(s)**  **Excercise : Calculating Maximun**  **student\_grades = [9.1, 8.8, 7.5]**  **max\_value = max(student\_grades)**  **print(max\_value)** | | | |