**DAILY ASSESSMENT FORMAT**

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| **Date:** | **19/05/2020** | **Name:** | **Mamatha.m** |
| **Course:** | **TCSION** | **USN:** | **4al16ec035** |
| **Topic:** | **GAIN GUIDANCE FROM CAREER GURUS WRITE A WINNING RESUME AND COVER LETTER STAY AHEAD IN GROUP DISCUSSION** | **Semester & Section:** | **6th b** |
| **Github Repository:** | **MAMATHA04** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session**  **tcs.JPG**  **tcsday3.JPG** |
| **Report:**    **1.gain guidance from career gurus:**    **We need a head start because of:**    **• Intense competition**  **• Talent acquisition**  **• Employable skills**  **• Changing job roles**  **• Employment outlook**    **Pillars to get a head start:**    **• Clarity of thought**  **• Access and visibility**  **• early preparation**  **• acquire relevant skills**  **• compelling resource**  **• cracking the interviews**    **one should prepare, practice and plan in advance to have head start.**    **2.write a winning resume and cover letter:**    **Importance of a resume:**    **• it’s a power to get an interview for our dream job**  **• many organizations use resume to short list potential candidates.**  **• Our resume is our virtual.it should speak of our passion and the career that we want to follow.**    **Structure of a resume:**    **• Personal details**  **• Career objectives**  **• Educational qualification**  **• Technical skills**  **• Additional qualification /certificates and**  **• Personal details**    **Types of resume:**  **• Chronological resume**  **• Functional resume and**  **• Chronological resume**  **• Functional resume and**  **• Combinational resume**      **Cover letter:**    **An additional page along with the resume to seek any desired designation in any organization**    **Structure of a cover letter:**    **• Date**  **• Candidate Name**  **• Candidate ‘s Address**  **• Candidate’s Phone number**  **• Candidate’s Email id**      **• Company official name**  **• Company name**  **• Company address**  **• Pin code**    **Dear sir/ma’am**    **Opening paragraph**    **Middle paragraph**    **Complementary close:**    **• Your sincerely**  **• Handwritten signature**  **• Your full name (typed)**          **3.stay ahead in group discussion:**    **Importance of group discussion:**  **• To check communication skills**  **• To check our ability to work in a team**  **• To check our ability to express our point of view**  **• To check our listening skills**  **• To check our ability to handle criticism**  **• To check out knowledge of subject**  **• To check our overall personality**    **• Chronological resume**  **• Functional resume and**  **• Combinational resume**      **Points to remember in group discussion:**    **Points we will be assessed on:**    **• Clarity**  **• Body language**  **• Listening**  **• Tone of voice**  **• Appropriate language**  **• Courtesy**  **• Conciseness**  **• Confidence**  **• Correctness**      **Conclusion/points to be remembered:**    **• Group discussion is not a debate**  **• To be aware of your body language**  **• To keep a check on our tone of voice and the language used**  **• To update yourself with current information**  **• Not to panic.** |

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| **Date:18/05/2020** |  | **Name:MAMATHA.M** |  | |
| **Course:PYTHON** |  | **USN:4AL16EC035** |  | |
| **Topic:** **1.forloop**  **2.while loop, 3. useful operators in python** |  | **Semester & Section:** | **6th bsec** | |
| **AFTERNOON SESSION DETAILS** | | | |
| **tcs python.JPG**  **Report –**    **1.for loop:**    **• A for loop is used for iterating over a sequence (that is either a list, a tuple, a dictionary, a set, or a string).**    **• This is less like the for keyword in other programming languages, and works more like an iterator method as found in other object-orientated programming languages.**      **• With the for loop we can execute a set of statements, once for each item in a list, tuple, set etc.**    **Programming example:**    **• fruits = ["apple", "banana", "cherry"]**  **for x in fruits:**  **if x == "banana":**  **break**  **print(x)**    **output:**    **• apple**  **banana**    **2.while loop:**    **• With the while loop we can execute a set of statements as long as a condition is true.**    **Programming example:**    **• i = 1**  **while i < 6:**  **print(i)**  **i += 1**    **output:**    **• 1**  **2**  **3**  **4**  **5**  **3.useful operators in python:**    **• Operators are used to perform operations on variables and values.**    **• Arithmetic operator**    **• assignment operator**    **• comparison operator**    **• logical operator**    **• bitwise operator** | | | |