**DAILY ASSESSMENT FORMAT**

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| **Date:** | 18 MAY 2020 | **Name:** | MANAVI |
| **Course:** | TCS ION CAREER EDGE | **USN:** | 4AL18EC031 |
| **Topic:** | day 1:COMMUNICATION TO EXPRESS  DAY 2:DELIVER PRESENTATION WITH IMPACT  DAY 3:DEVELOP SOFT SKILLS FOR WORKSHOPS | **Semester & Section:** | 4TH SEM & A SEC |
| **Github Repository:** | Manavi-test |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Report – Report can be typed or hand written for up to two pages.**  **There are three topics have been discussed and they are:**  **1.COMMUNICATION TO EXPRESS:**  **\* comunication is an art of sending and receving information.**  **\* it can be classified as verbal and non verbal.**  **\*non -verbal communication involves eye contact,paralanguage,facial expression,gestures and**  **appearence.**  **\*effective communication happens when there is a harmony between verbal and non-verbal**  **communication.**  **2.DELIVER PRESENTATION WITH IMPACT:**  **\*plan based on audience.**  **\*prepare -presentation and proof read,prompt cards,visual aids.**  **\*practice -do a dry run,check time.**  **\*present -speak clearly and involves the audience.**    **3.DEVELOP SOFT SKILLS FOR WORKSPACE:**  **\*soft skills are impportant in maintaining healthy personal and professional relationships.**  **\*a combination of hard and soft skills leads to careeer growth.**  **\*soft skills can acquired by learning,practising and obesrving.** |

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| **Date:** | 18 MAY 2020 | **Name:** | MANAVI | |
| **Course:** | PYTHON | **USN:** | 4AL18EC031 | |
| **Topic:** | FUNCTIONS, DATA TYPES,KEYWORDS | **Semester & Section:** | 4TH SEM & A SEC | |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session** | | | |
| **Report – Report can be typed or hand written for up to two pages.** | | | |