**DAILY ASSESSMENT FORMAT**

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| **Date:** | **19TH MAY** | **Name:** | **PRINCIA MELITA DSOUZA** |
| **Course:** | **RCS ION** | **USN:** | **4AL17EC075** |
| **Topic:** | **Communication skills** | **Semester & Section:** | **6TH B** |
| **Github Repository:** | **MELITA-1999** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session**  **C:\Users\hp\Pictures\Screenshots\Screenshot (50).png** |
| **Report – Report can be typed or hand written for up to two pages.**  **Gain Guidance from Career Gurus**    **• Need for Head start – Intense competition, Talent acquisition, Employable skills, Changing job roles, and Employment outlook.**  **• 6 key pillars to get a Head start. o Clarity – Decide passion in life (work for corporate, higher studies, startup, etc.).**  **o Access and visibility – Always keep profile updated, Attend the job fairs to know how job industry is emerging/changing. o Early preparation – Company research, online prep test, Focus on communication.**  **o Acquire relevant skills – Map your interest with job roles/opportunities.**  **o Compelling resume – 1-2 pages of resume, which is concise and clear.**  **o Cracking the interview – Prepare for most obvious questions, organize all documents.**      **Write a Winning Resume and Cover Letter**  **• Importance of resume.**  **• Structure of resume - Name, Email id, Mobile number, Career objective,**  **Educational qualification, Technical skills, Additional qualification (certificate, training, etc.) and Personal details (DOB, Address, Language, references, etc.).**  **• Types of resume – Chronological, Functional and Combination.**  **• Do’s - Use bullets instead of paragraphs, Use keywords.**  **• Don’t – Don’t use jargon/acronyms, don’t include photograph unless specified.**  **• Cover letter – It tells the employer the job roles that you are interested in.**  **• Structure of cover letter o Date, Name, Address, Mobile number, Email id. o Company official’s name, Company name, Company address, pincode. o Opening paragraph (self-introduction, education, experience, etc.). o Middle paragraph (summary of experience, skills, training, etc.). o complimentary close.**            **Stay Ahead in Group Discussions**  **• Group discussion is positive exchange of views on a particular topic.**  **• Communication skills, Team work, knowledge of subject determines how good are you in GD.**  **• During GD process the following points must be noted. o Clarity**  **o Body language (gesture, facial expression, etc.).**  **o Active listening.**  **o Neutral tone of voice.**  **o Use appropriate language.**  **o Courtesy.**  **o Conciseness.**  **o Should be confident while presenting your view** |

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| **Date:19TH MAY** |  | **Name:PRINCIA** |  | |
| **Course:PYTHON** |  | **USN:4AL17EC075** |  | |
| **Topic:** |  | **Semester & Section:6TH B** |  | |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session**  **C:\Users\hp\Pictures\Screenshots\Screenshot (57).png** | | | |
| **Report – Report can be typed or hand written for up to two pages.**  **Function:**    **def cube\_volume(a): return a\*a\*a**    **Conditional blocks:**    **mes = “hello there”**  **if “hello” in mes: print(“hi”) else:**  **print(“I don’t understand”)**    **Check if a value is of a certain type with:**    **isinstance (“abc”, str) isinstance ([1, 2, 3], list)**    **• A python program can get user input via the input function • The input function halts the execution of the program and gets text the user: name = input (“Enter your name”)**    **• The input function converts any input to a string, but you can convert it back to int or float.**    **Using loops we can call any function multiple times, even your own functions. Let’s suppose we defined this function:**    **def Celsius\_to\_kelvin(cels):**  **return cels + 273.15**    **That is a function that gets a number as input, adds 273.15 to it and returns the result. A for loop allows us to execute that function over a list of numbers**    **Monday\_temp = [9.1, 8.8, -270.15 ]**  **for temp in Monday\_temp: print(Celsius\_to\_kelvin(temp))** | | | |