**DAILY ASSESSMENT FORMAT**

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| **Date:** | **20TH MAY** | **Name:** | **PRINCIA MELITA DSOUZA** |
| **Course:** | **Career Edge - Knockdown the Lockdown** | **USN:** | **4AL17EC075** |
| **Topic:** | **1] Ace Corporate Interviews 2] Learn Corporate Etiquette 3] Write Effective Emails** | **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.**  **Ace Corporate Interviews • Interview is widely used process of screening applicants for jobs. • Interview includes 4 P’s – Prepare, Practice, Present and Participate. • Do’s for an interview.**  **Dress formally.**  **Ask for clarification if you don’t understand the question.**  **Take care of personal grooming and cleanliness.**  **Reply to question in positive manner.**  **Reach 10-15 mins early for an interview. • Don’ts for an interview.**  **Don’t stay up late at night.**  **Don’t over eat or consume carbonated soft drinks.**  **Don’t feel nervous.**  **Don’t take a seat until you are offered one. • Negotiation technique – Put yourself in the other person’s shoes and consider how they**  **would react to your proposal. • Commonly asked questions in an interview.**  **Tell me something about yourself?**  **Why should we hire you?**  **What are your strengths?**  **What are your weaknesses?**  **What is your career objective?**  **Where do you see yourself in five years down the line? • Use SMART approach – Specific, Measurable, Attainable, Relevant and Timely.**    **Learn Corporate Etiquette • Business etiquette – All rules that one has to follow when in a business environment. • During presentation or a meeting, do listen to the speaker carefully. • Personal hygiene should be maintained.**  **• Do’s in internet etiquette.**  **Respond emails on time.**  **Use proper greeting and complimentary close in your email.**  **Choose right language when giving feedback on an online forum. • Don’ts in internet etiquette.**  **Do not make fun of people on social networking sites.**  **Do not spam others email ids/social media ids with chain mails.**    **Write Effective Emails • Email – Information sent electronically between two or more people over a network. • Structure of Email. • Some good opening lines for a mail.**  **I write this with reference to advertisement…**  **Further to our discussion, I am sending you…**  **With reference to the mail trail… • Some good concluding lines for a mail.**  **If you require any further information, please contact me.**  **Requesting you to look into this and suggest changes.**  **I look forward to your reply. • Do’s of email etiquette.**  **Use a strong subject line.**  **Keep email short.**  **Make sure the attachments are in the right format. • Don’ts of email etiquette**  **Don’t use all uppercase or lowercase sentences.**  **Don’t use one-word responses.**  **Don’t call as soon as you send the message.** |

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| **Date:20TH MAY** |  | **Name:PRINCIA** |  | |
| **Course:PYTHON** |  | **USN:4AL17EC075** |  | |
| **Topic:** |  | **Semester & Section:6TH B** |  | |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session**  **C:\Users\hp\Pictures\Screenshots\Screenshot (53).png** | | | |
| **Report – Report can be typed or hand written for up to two pages.**  **List Comprehensions • Usage of a simple list comprehension. • Usage of a list comprehension with if conditionals. • Usage of a list comprehension with if-else conditionals. • Program to replace element in the list with zero using if-else condition. • Using for loop and if-else condition in a single line.**    **More on Functions • Usage of functions with multiple arguments and parameters. • Difference between keyword and non-keyword arguments – In keyword arguments we**  **assign value to variables and pass it to the function, but in non-keyword arguments only**  **values are passed to the function. • Default and non-default parameters. • An \*args parameter allows the function to be called with an arbitrary number of non**  **keyword arguments.**    **File Processing • To read an existing file with Python using open () function and read () method. • To create a new file with Python and write some text on it using write () method. • To append text to an existing file without overwriting it using write () and “a” method.**    **Imported Modules • Usage of python built-in modules. • Built-in objects are all objects that are written inside the Python interpreter in C language.**  **Built-in modules contain built-ins objects. • Standard libraries are jargons that includes both built-in modules written in C and also**  **modules written in Python. • Usage of third-party libraries like pandas in python.** | | | |