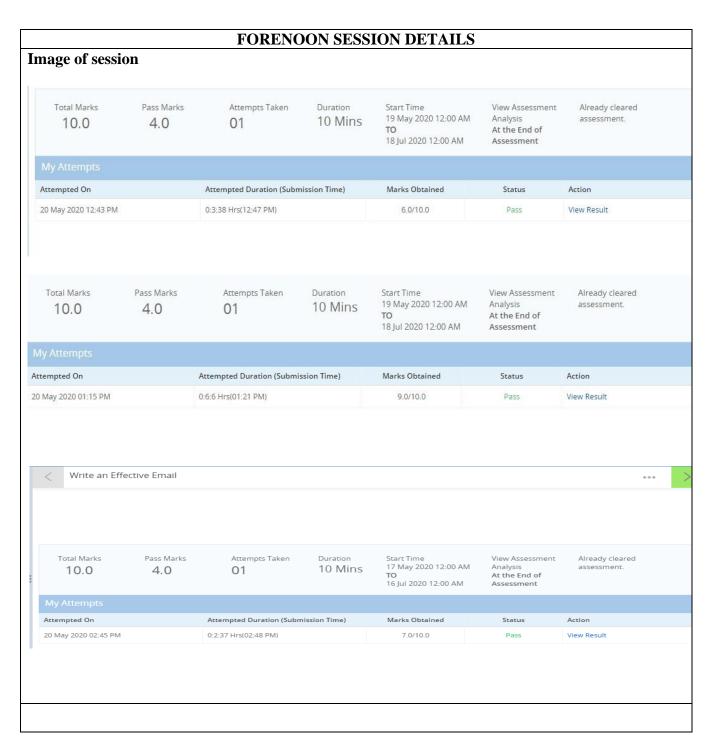
DAILY ASSESSMENT FORMAT

Date:	20 th May 2020	Name:	V K MOKSHA
Course:	TCS-ion	USN:	4AL16EC086
Topic:	Ace Corporate Interviews Learn Corporate Etiquette Write Effective Emails	Semester & Section:	8 th B
Github Repository:	Moksha-V-K		



Report:

Ace Corporate Interviews

Objectives:

- Preparation needed before interview
- Handling interviewer's questions
- Best practices on following up on your interview
- Explain the importance of an interview
- Imbibe the skills and expertise an interview requires
- Indentify your strengths and weaknesses

Interview:

Interview is a widely used process of screening applicants for jobs. It provides the most direct information about the candidate, their background and personality type.

Preparing for a Job Interview:

It mainly includes,

- A good assessment of yourself
- Researching the organization
- Updating your resume
- Preparing a list of commonly asked questions

Negotiation Skills:

The main purpose of negotiating is to get closer to your objectives.

Points to remember:

- Be thoroughly prepared
- Dress formally
- Update tour resume
- Research about Organization
- Be polite
- Reach before time
- Brief and concise response
- Be aware of body language
- Be ready for handshake
- Leave interview on a positive note
- Don't hesitate to negotiate
- Avoid using slag
- Show enthusiasm for the job

Learn Corporate Etiquette

Objectives:

- The important of Business Etiquette
- The basic rules of Business Etiquette
- To follow the right business attire
- To follow Cubicle Etiquette

Business Etiquette:

Business etiquette can be defined as all the rules that one has to follow when in a business environment. One follows these rules to maintain a pleasant work environment. This is done by being courteous to co-workers, respecting them and valuing their time.

Basic rules:

Introductions:

- It is necessary to introduce the person who is new to the group before starting the conversation
- Make sure you introduce everyone to each oyher and their roles

Language:

- Using foul language is not appreciated
- Use humor to lighten a situation, but it is not advisable to poke fun at others

Cubicle Etiquette:

- Neat and Clean
- Maintain a calendar
- Few decorative items
- Pen and notepad
- Seek permission before entering a colleague's cubicle

Internet Etiquette:

- Choose the right language when giving feedback on an online form
- Respond to e-mails on time
- Use a proper greeting and complimentary close in your ails
- Go through FAQs of a site

Meeting Etiquette:

- Read the agenda before attending meeting
- Carry a pen and notepad
- Be attentive and take notes
- Be polite while asking questions
- Keep the phone on silent mode
- Ask questions in the allotted time slot

Write an Effective Email

Objectives:

- Describe the structure of an e-mail
- Develop an effective subject line and text
- Utilize a few opening and closing phrases
- State the Do's and Don'ts of email writing
- Draft an email using the pointers

Email:

Email is the short form of electronic mail. It is the information sent electronically between two or more people over a network. It involves a sender and receiver/s.

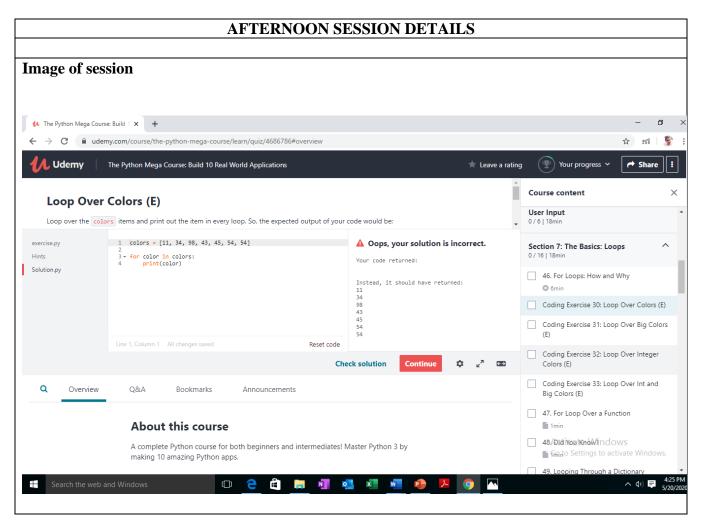
Purpose of using email:

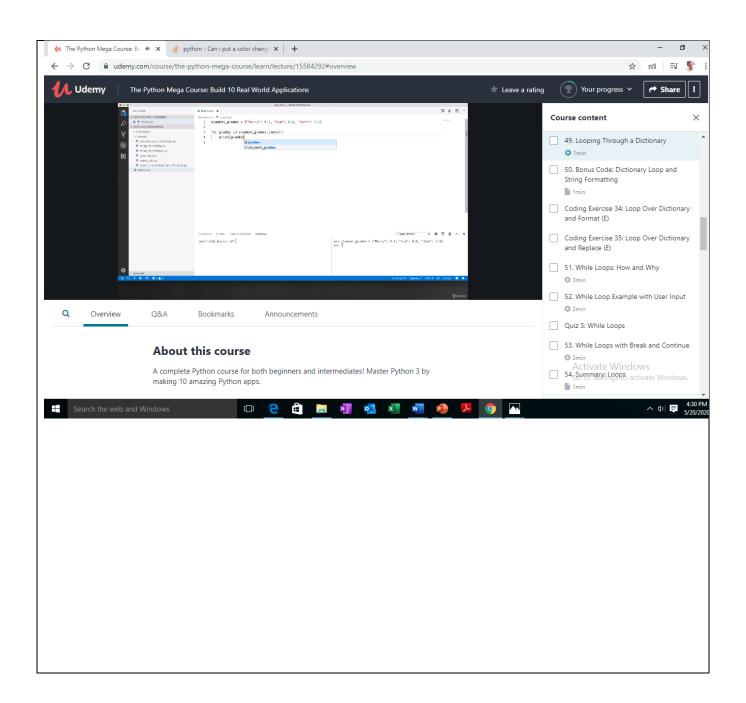
An email is communication that happens in real time and can get important data across to people in various geographies. An email is a record of the communication that has happened and is stored in the server of the organization. One has to be very cautious while typing out a mail.

Date: 20thMay Name: V K MOKSHA

Course: Udemy USN: 4AL16EC086

Topic: Python Sem & Section:8th B





Report

Loop over colors code

```
from numpy import *
from pylab import show,plot
from scipy.special import erfinv
n = 366  #number of days
ntrials = 5000
u = random.rand(ntrials)
v = sqrt(2.)*erfinv(2.*u-1.)
mu = 0
sigma = .05
investment = 1000.
data = empty((ntrials,n))
data[:,0] = investment
for t in range(n-1):
  u = random.rand(ntrials)
  v = sqrt(2.)*erfinv(2.*u-1.)
  epsilon = v
  data[:,t+1] = (1. + mu + sigma*epsilon)*data[:,t]
data2 = data.sum(axis=0)
woo = data2[-1]/ntrials
data3 = data2[-1]
x = linspace(0,n,n)
for t in range(n):
  plot(x,data[t,:])
show()
```

Loops:

Very often we will want to scan through a string one character at a time. A for loop like the one below can be used to do that. It loops through a string called s, printing the string, character by character, each on a separate line:

for i in range(len(s)):

print (s[i])

In the range statement we have len(s) that returns how long s is. So, if s were 5 characters long, this would be like having range(5) and the loop variable i would run from 0 to 4. This means that s[i] will run through the characters of s. This way of looping is useful if we need to keep track of our location in the string during the loop.