DAILY ASSESSMENT FORMAT

Date:	18th May 2020	Name:	V K MOKSHA
Course:	TCS ION	USN:	4AL16EC086
Topic:	Communicate to impress Deliver Presentations with Impact Develop Soft Skills for the Workspace	Semester & Section:	8 - B
Github Repository:			

FORENOON SESSION DETAILS
Image of session

Total Marks	Pass Marks	Attempts Taken	Duration	Start Time	View Assessment Analysis	Already assessm
10.0	4.0	01	10 Mins	19 May 2020 12:00 AM TO 18 Jul 2020 12:00 AM	At the End of Assessment	

My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
19 May 2020 12:24 PM	0:7:54 Hrs(12:32 PM)	5.0/10.0	Pass	View Resul

Total Marks	Pass Marks	Attempts Taken	Duration	Start Time	View Assessment Analysis	Alrea asses
10.0	4.0	01	10 Mins	19 May 2020 12:00 AM TO 18 Jul 2020 12:00 AM	At the End of Assessment	

My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
19 May 2020 01:00 PM	0:4:45 Hrs(01:05 PM)	4.0/10.0	Pass	View Res

Total Marks	Pass Marks	Attempts Taken	Duration	Start Time	View Assessment Analysis	Already cleared assessment.
10.0	4.0	01	10 Mins	19 May 2020 12:00 AM TO 18 Jul 2020 12:00 AM	At the End of Assessment	

My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
19 May 2020 01:43 PM	0:7:15 Hrs(01:51 PM)	6.0/10.0	Pass	View Result

Report:

Communication to impress:

Introduction: Communication involves intonation, actions, body language, facial expressions, non-verbal communication devices. Importance of communication, process of communication, barriers of communication, difference between verbal and non-verbal communication and the use of communication has been discussed in this module.

Objectives: Learn to communicate effectively using a combination of verbal and non-verbal communication methods.

Communication: Communication is an act of sending information from one person to another. The definition may seem simple but the actual process is complex.

  Verbal, non-verbal, visual, written are the types of communication. Process of communication includes sender, encoder and channel. Physical, cultural, gender, psychological, language and perceptual are the types of barriers to communication. Non-verbal communication includes facial expressions, paralanguage, gestures, posture, eye-contact and appearance. Verbal communication plays an important role in effective communication and makes sure that the sender's message reaches the receiver without too many barriers.

Conclusion: Communication is an art of sending and receiving information.

Deliver presentation with impact:

Introduction: Presentation includes attractive Presentation, audience connect and audience interaction.

Objectives:
- Create attractive Presentation
- Engage the audience
- Do's and Don'ts
- Handling questions

Presentation: Keep the number of slides to the minimum. Jargon and slang should be avoided. The language used should be simple and understood by all. Do not overlap sub topics in the same slide. Use images to simplify content. Avoid all uppercase. Effective use of quotations. Do not use unnecessary sound and animation. Use visual aids.

Conclusion: Maintain time while presenting. Explain the points with anecdotes. Maintain eye contact. Use humor. Check on tone, pace and volume of your voice.

Develop soft skills for the workspace:
Introduction: This module includes importance of soft skills, distinguish between hard and soft skills.

Soft skills: Soft skills are people skills that are difficult to quantify and measure. These skills help you maintain healthy relationships. Soft skills include time management, negotiation skills, critical thinking, self-confidence, business etiquette, goal setting, team work, communication skills. Soft skills are intangible. Can be applied to all sectors of work. Can be identified by how you conduct yourself. Interpersonal skills, empathy, self-confidence, ability to speak well, ability to work in a team.

Hard skills: Hard skills are tangible. Accounting, computer skills, welding, carpentry, nursing, tailoring, etc. Hard skills are not common to all sectors of work. Can be identified by certification, degree.

Conclusion: Both hard skills and soft skills give career growth. Soft skills are important in maintaining healthy personal and professional realtionships.

Date: 18ᵗʰ May 2020 **Name: V K MOKSHA**
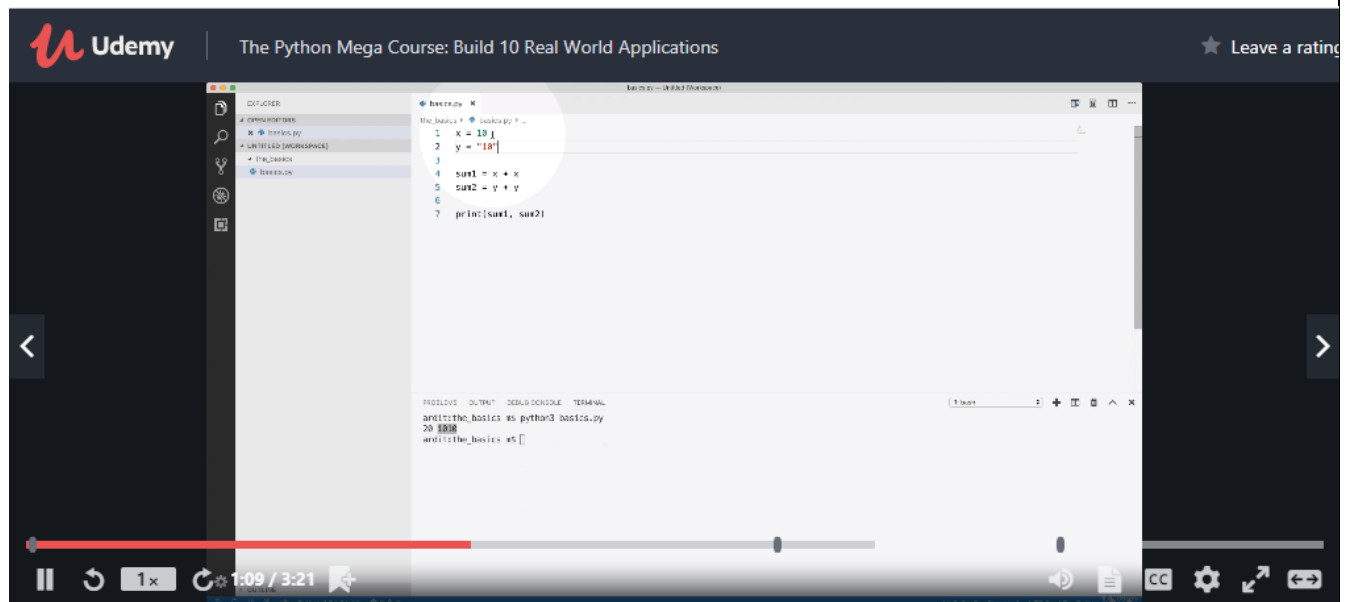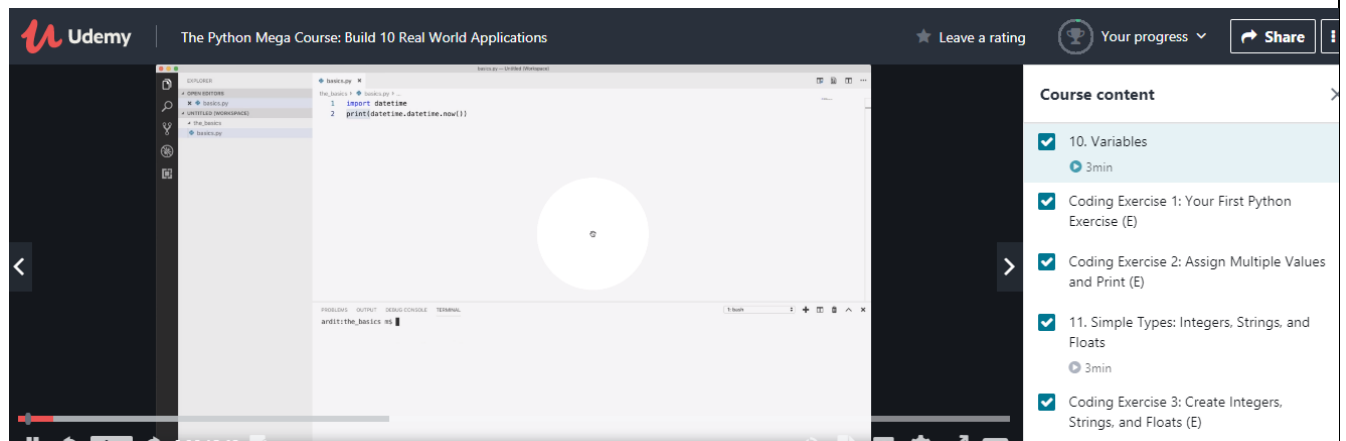**Course: Udemy** **USN:4AL16EC086**
Topic: Python **Semester & Section:8ᵗʰ B**

AFTERNOON SESSION DETAILS

Image of session

Report:

Import datetime
Print ("The date and time is", now())

Variables:
1. Import datetime
    Mynow=datetime.datetime
    Print(mynow)

2. Mynumber=10
    Mytext="Hello"
    Print(mynumber, mytext)

3. Int x=10
    y=10
    sum1=x+x
    sum2=y+y
    print(sum1,sum2)

4. x=10
    y="10"
    z=10.1
    sum1= x+xsum2=y=y
    print(sum1,sum2)
    print(type(x), type(y),type(z))

    Result: 20   1010
    <class 'int'><class 'str'><class 'float'>