**DAILY ASSESSMENT FORMAT**

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| **Date:** | **20/05/2020** | **Name:** | **Navya R** |
| **Course:** | **TCS ion** | **USN:** | **4AL16EC041** |
| **Topic:** | **Ace corporate interviews**  **Learn corporate etiquette**  **Write effective emails** | **Semester & Section:** | **8 A** |
| **Github Repository:** | **Navya-R** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Report**    **Session 1**  **Ace corporate interviews**  Interview is a widely used process screening applicants for jobs.  ***Don’ts of an interview***   * Don’t show lack of interest during interview * Don’t chew gum * Don’t keep mobile on * Don’t take a seat until you are offered * Don’t leave in a hurry   ***Do’s of an interview***   * Greet everybody * Be ready for a handshake * Use formal words * Take time to respond in a situation * Maintain good eye contact * Be alert and sit straight   ***Some commonly asked questions***   * Tell me something about yourself * What do you know about the organization? * What is career objective? * Why should we hire you? * What are your achievements?   **Session 2**  **Learn corporate etiquettes**  ***Cubicle etiquette***   * Do not talk loudly or shout unnecessarily * Do not eat at the workstation * Do not leave important documents open * Switch off lights and laptop * Maintain a calender * Do not use office phone for personal use * Neat and clean   ***Basic rules***   * Greeting * Introductions * In a meeting * Language * Business cards   **Session 3**  **Write effective emails**  E-mail is the short form of Electronic Mail. It involves senders and receivers.  ***Don’ts of email etiquette***   * Don’t use all upper case or all lower case * Don’t use one word responses * Don’t call as soon as you send the message * Don’t use SMS language   ***Do’s of email etiquette***   * Type correct email id * Keep your email short * Use correct spelling and grammar * Reply within a reasonable time * Use strong subject line |

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| **Date:** | **20/5/2020** | **Name:** | **Navya R** | |
| **Course:** | **Python** | **USN:** | **4al16ec041** | |
| **Topic:** | **Introduction** | **Semester & Section:** | **8 A** | |
| **AFTERNOON SESSION DETAILS** | | | |
| ***COMMENTS IN PYTHON***   * Comments can be used to explain Python code. Comments can be used to make   the code more readable.   * It can be used to prevent execution when testing code. * Comments starts with # symbol and Python will ignore them.   ***Example program***  Print (&quot;Hello, Marcus!&quot;)  **Output**  Hello, Marcus!  ***CASTING***  When we want to specify a type on to a variable, this can be done with casting.  Python is an object-orientated language, and as such it uses classes to define  data types, including its primitive types.  ***Example***  x = int(10)  y = int(9)  z = int(&quot;8&quot;)  print(x)  print(y)  print(z)  ***Output***  10  9  8  ***STRING***   * String literals in python are surrounded by either single quotation marks, or   Double quotation marks. ‘Hello’ is the same as “hello”.   * Like many other popular programming languages, strings in Python are arrays of bytes representing Unicode characters. However, Python does not have a   Character data type, a single character is simply a string with a length of 1.   * Square brackets can be used to access elements of the string.   **Example**  A = &quot;Hai, Hannah!&quot;  print(A[1])  **Output**  **Hai Hannah** | | | |
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