

DAILY ASSESSMENT FORMAT

Date:	21/05/2020	Name:	Navya
Course:	TCS-IONCAREEREDGE	USN:	4AL17EC060
Topic:	Learn Corporate Telephone Etiquette Understand Accounting Fundamentals Gain Foundational Skills in IT	Semester & Section:	6th sem A sec
Github Repository:	Navya-courses		

FORENOON SESSION DETAILS							
Image of session							



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Report – Report can be typed or hand written for up to two pages.

1) Learn corporate telephone Etiquette :

★ It is a popular belief, that the first impression is a reflection of you and the work you do. It is an art which can be mastered to build stronger customer relationships.

⇒ How to leave a good first impression :

- * Be Alert
- * Be pleasant
- * Be Expressive
- * Be natural
- * Be Distinctive

⇒ Do's of Telephone Etiquette:

- * Identify yourself to the caller at the beginning of the call.
- * Answer the call within 2 rings, with a smile.
- * Help the caller by providing correct information or transferring the call to the correct person / department.
- * Be courteous and respectful to the caller.
- * Use considerate phrases.
- * Be as helpful as you can.
- * Ask the purpose of the call.

⇒ Don'ts of Telephone Etiquette:

- * Don't bluff.
- * Don't speak negatively.
- * Don't sound weary.
- * Don't be impatient and rude.
- * Don't leave the caller on hold for long.

⇒ Phrases for making phone calls.

- 1) Introduce phrases
- 2) Leaving messages for an unavailable person
- 3) Dealing with connection Errors
- 4) Closing the call



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⇒ what is voicemail?

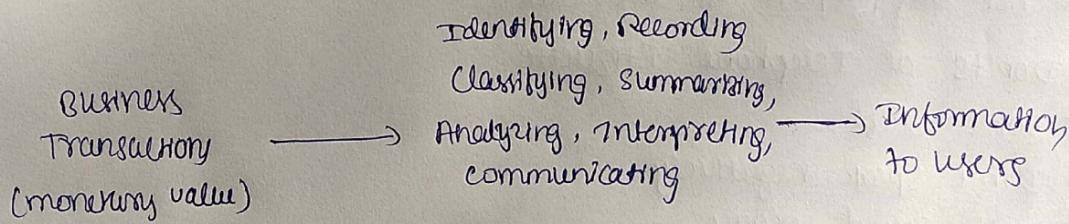
Voicemails are digitized recordings of incoming and outgoing voice messages. The voicemail system allows the caller to convey a message even in the absence of the called person.

Features of Voicemail

- * messages can be taken from multiple callers.
- * message from the called person is conveyed to each person who calls.
- * messages can be stored for a long time.
- * messages can be stored externally: locally or network or cloud storage.

2) Understand Accounting Fundamentals:

- * Accounting is a system which collects and processes financial information of a business.
- * Accounting is called as language of business. The need of business for recording transactions in systematic manner has given rise to book-keeping, only transactions related to business expressible in money terms are recorded.
- * The process of accounting is below:



3) Learn Foundational Skills in IT:

- * Java is a programming language.. Bigdata means to store lot of data.. nlp means computer reading natural language.
- * Database stores data for fetching . Data warehousing .. putting data into a warehouse
- * Threads can run processes asynchronously ..!!



Date: 21/05/2020 Name: Navya
Course: Python USN: 4AL17EC060
Topic: Useful Operators in Python Semester & 6th sem A sec
List Comprehension s in Section:
python

Methods and Functions

AFTERNOON SESSION DETAILS

Image of session

In [17]: mylist = [1,2,3]
In [21]: for num in range(0,11,2):
 print(num)
0
2
4
6
8
10
In [23]: list(range(0,11,2))
Out[23]: [0, 2, 4, 6, 8, 10]
In []:

Udemy

In [76]: mystring = 'hello'
In [77]: mylist = []
for letter in mystring:
 mylist.append(letter)
In [78]: mylist
Out[78]: ['h', 'e', 'l', 'l', 'o']
In []:

Udemy



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A screenshot of a Jupyter Notebook interface. The menu bar includes File, Edit, View, Insert, Cell, Kernel, Widgets, Help, and Python 3. The code editor shows the following sequence of operations:

```
In [2]: mylist = [1,2,3]
In [3]: mylist.append(4)
In [4]: mylist
Out[4]: [1, 2, 3, 4]
```

The input cell In [5] contains the partially typed command `mylist.p`, which is highlighted with a green border. The Udemy logo is visible in the bottom right corner of the notebook window.

A screenshot of a presentation slide. It features a circular logo with a sun and water design next to the text "Deep Learning". The slide content includes a code snippet and explanatory text:

```
def name_of_function():
    """
    Docstring explains function.
    """
    print("Hello")
```

`>> name_of_function()`
`>> Hello`

The PIERIAN DATA logo is at the bottom left, and the Udemy logo is at the bottom right.



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1) Useful operators in Python:

* Example: In[1]: mylist = [1, 2, 3]
In[2]: for num in range(10):
 print(num)
0
1
2
3
4
5
6
7
8

2) List comprehensions in Python:

- * List comprehensions are a unique way of quickly creating a list with Python
- * If you find yourself using a for loop along with .append() to create a list, List comprehensions are a good alternative!

In[3]: mylist = []
for x in [2, 4, 6]:
 for y in [100, 200, 300]:
 mylist.append(x*y)

In[3]: mylist
Out[3]: [200, 400, 600, 400, 800, 1200, 600, 1200, 1800]

3) Methods and Functions:

- * Built-in objects in python have a variety of methods you can use
- * Let's explore in a bit more detail how to find methods & how to get information about them.

Functions:

- * Functions allow us to create blocks of code that can be easily executed many times, without needing to constantly rewrite the entire block of code
- * Creating clean repeatable code is a key part of becoming an effective programmer.

