DAILY ASSESSMENT FORMAT

Date:	18-05-2020	Name:	Neha T
Course:	TCSiON	USN:	4AL18EC035
Topic:	1.Communication to Impress 2.Deliver presentation with impact 3.Develop soft skills fo the workplace	Semester & Section:	4th sem & 'A' section
Github Repository:			

FORENOON SESSION DETAILS
Image of session

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

➢ **Communication to Impress**
- **Intro of Communication - It is an act of sending information from one person to another and involves Intonation, Actions, Body language, Facial expressions, Non-verbal Communication device. We should communicate to give information, persuade, express need, form social bonds, share feelings.**
- **Communication is of two types**
  - ❖ **Verbal - where in face to face, written and telephonic communication is involved.**
  - ❖ **Non-Verbal - where in eye contact, paralanguage, facial expression, gesture, posture and appearance is involved.**

  Combination of these two leads to an effective communication.
- **Non-Verbal communication has more weightage than Verbal communication.**

➢ **Deliver presentation with Impact**
- **Use of a minimum number of slides, single word, simple language, less number of pictures, flowchart to simplify the subject leads to a great presentation.**
- **Before presentation -Arrive early, check seating arrangement, keep prompt cards ready, proofread.**
- **During presentation - Maintain eye contact, be aware of your body language, Maintain time, check on tone, pace and volume of your voice, have an interactive introduction.**
- **Avoid reading directly from the slides, usage of short forms, inappropriate pauses, usage of small fonts.**
- **Speak clearly and involve the audience.**

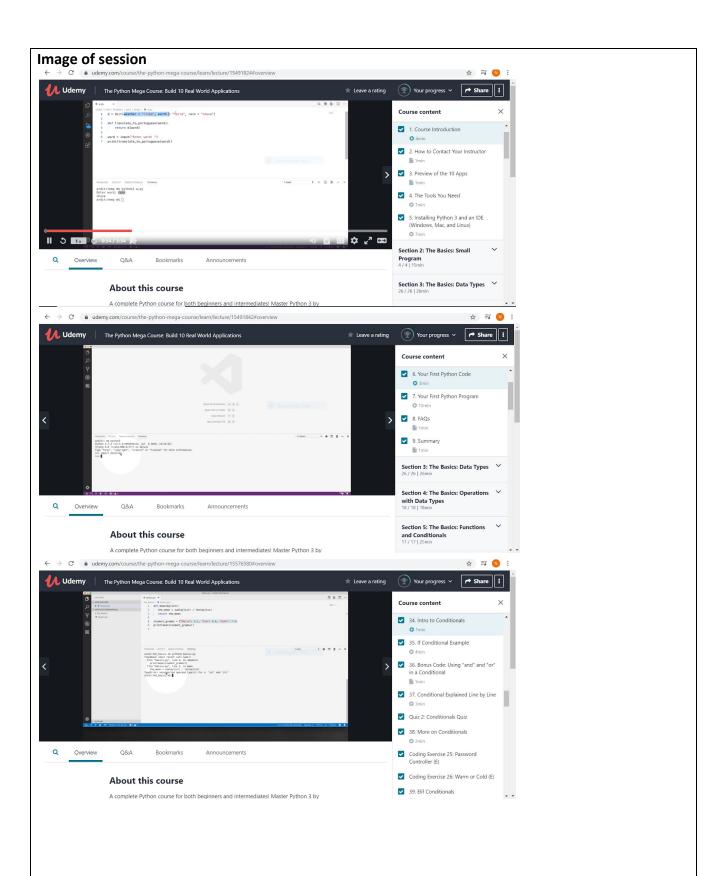➢ **Develop soft skills for the workplace**
  ● **Intro - Soft skills play an important role in acquiring and maintaining relationships.**
  ● **Key soft skills - Good communication skills, being aware of body language, ability to work in a team**
  ● **Soft skills include communication skills, time management, negotiation skills, critical thinking, self confidence, business etiquette, goal setting, teamwork.**
  ● **Importance of soft skills - Teamwork, handle interview, ability to empathize, interpersonal skills, builds confidence, good work ethic, etc**

Date:	**18-05-2020**	**Name:**	**Neha T**
Course:	**Python**	**USN:**	**4AL18EC035**
Topic:	**Course introduction and basics**	**Semester & Section:**	**4th sem & 'A' section**

AFTERNOON SESSION DETAILS

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 Topics covered

- ➢ **Course introduction**
    - ● **Tools we need to use**
    - ● **Installation of Python app**
- ➢ **The basics**
    - ● **Data types**
    - ● **Operation with data types**
    - ● **Function and conditionals**
    - ● **Processing user inputs**
    - ● **Loops**
- ➢ **Build a program**