

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

The image displays two screenshots of the TCSiON Digital Learning platform interface. Both screenshots show a user named 'Neha' with a profile picture and a 'Completed' status for the current unit.

Top Screenshot: 'Improve Interpersonal Skills for Better Results'

- Unit:** Unit- DAY 1: Communicate to Impress
- Course Overview:** This online course on Improve Interpersonal Skills for Better Results will help you in understanding what communication is and why we communicate. In this module you will learn how to communicate effectively using a combination of verbal and non-verbal communication methods.
- Target Audience:** This course is for undergraduates seeking employment, working professionals and entrepreneurs.
- Course Content:**
 - Introduction to communication
 - Process of communication
 - Non-verbal communication
 - Verbal communication
 - Communication in business
 - Summary

Bottom Screenshot: 'Make Impactful Presentations'

- Unit:** Unit- DAY 2: Deliver Presentations with Impact
- Course Overview:** This online module on Make Impactful Presentations will help you make an effective presentation. You will learn how to plan, prepare and present a presentation which will leave a lasting impression on the audience.
- Target Audience:** This course is for undergraduates seeking employment, working professionals and entrepreneurs.
- Course Content:**
 - What is a presentation?
 - The 5 W's of a presentation
 - Designing effective presentation
 - Do's and Don'ts of making a presentation
 - Handling questions
 - Summary
- Course Information:** (Section visible at the bottom)

The screenshot displays a web interface for a digital learning course. The header includes the TCS iON logo and navigation links. The main content area is titled 'Develop Soft Skills that Industry Demands' and provides an overview of the course. A sidebar on the left contains a 'TABLE OF CONTENTS' with a list of units and lessons, some of which are marked as completed. The 'Course Overview' section includes a 'Target Audience' and 'Course Content' section with a bulleted list of topics.

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

Course: Python

Topic: Course introduction and basics

Name: Neha T

USN: 4AL18EC035

Semester 4th sem & 'A' section
& Section:

AFTERNOON SESSION DETAILS

Image of session

The screenshot shows a Udemy video player interface. The video is titled "The Python Mega Course: Build 10 Real World Applications" and is part of a series by Jose Porteiro. The video content shows a code editor with the following Python code:

```
def translate_to_portuguese(word):
    return slword()

word = input('Enter word: ')
print(translate_to_portuguese(word))
```

The video player includes a progress bar, a search bar, and a sidebar with course content. The course content is listed as follows:

- 1. Course Introduction (4min)
- 2. How to Contact Your Instructor (1min)
- 3. Preview of the 10 Apps (1min)
- 4. The Tools You Need (1min)
- 5. Installing Python 3 and an IDE (Windows, Mac, and Linux) (7min)

Section 2: The Basics: Small Program (4 / 4 | 15min)

Section 3: The Basics: Data Types (26 / 26 | 26min)

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The video player includes a progress bar, a search bar, and a sidebar with course content. The course content is listed as follows:

- 6. Your First Python Code (3min)
- 7. Your First Python Program (10min)
- 8. FAQs (1min)
- 9. Summary (1min)

Section 3: The Basics: Data Types (26 / 26 | 26min)

Section 4: The Basics: Operations with Data Types (18 / 18 | 18min)

Section 5: The Basics: Functions and Conditionals (17 / 17 | 25min)

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- 34. Intro to Conditionals (1min)
- 35. If Conditional Example (4min)
- 36. Bonus Code: Using "and" and "or" in a Conditional (1min)
- 37. Conditional Explained Line by Line (3min)
- Quiz 2: Conditionals Quiz (2min)
- Coding Exercise 25: Password Controller (E)
- Coding Exercise 26: Warm or Cold (E)
- 39. Elif Conditionals

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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**