

DAILY ASSESSMENT FORMAT

Date:	20-05-2020	Name:	Neha T
Course:	TCSiON	USN:	4AL18EC035
Topic:	1.Ace corporate interviews 2.Learn corporate etiquette 3.Write effective emails	Semester & Section:	4th sen A sec
Github Repository:	Neha-T		

FORENOON SESSION DETAILS

Image of session

The screenshot shows the TCSiON Digital Learning interface. The top header includes the TCSiON logo, 'Digital Learning Empowering Learning Outcomes', and a user profile for 'Neha'. The main navigation bar shows 'Career Edge - Knockdown the Lockdown : Batch 01' with a progress indicator at 75%. The left sidebar lists the course content, with 'Understand How to Ace Corporate Interviews' selected. The main content area displays the session details for 'Understand How to Ace Corporate Interviews'.

Total Marks	Pass Marks	Attempts Taken	Duration	Start Time	View Assessment Analysis	Already cleared assessment.
10.0	4.0	01	10 Mins	17 May 2020 12:00 AM TO 16 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 10:25 PM	0:2:54 Hrs(10:27 PM)	7.0/10.0	Pass	View Result

The screenshot shows the TCSiON Digital Learning interface. The top header includes the TCSiON logo, 'Digital Learning Empowering Learning Outcomes', and a user profile for 'Neha'. The main navigation bar shows 'Career Edge - Knockdown the Lockdown : Batch 01' with a progress indicator at 75%. The left sidebar lists the course content, with 'Learn Corporate Etiquette' selected. The main content area displays the session details for 'Learn Corporate Etiquette'.

Total Marks	Pass Marks	Attempts Taken	Duration	Start Time	View Assessment Analysis	Already cleared assessment.
10.0	4.0	01	10 Mins	17 May 2020 12:00 AM TO 16 Jul 2020 12:00 AM	At the End of Assessment	

My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
20 May 2020 11:07 AM	0:3:40 Hrs(11:11 AM)	8.0/10.0	Pass	View Result

Digital Learning
Empowering Learning Outcomes

TABLE OF CONTENTS

Conclusion - Learn Corporate Etiquette

Learn Corporate Etiquette

DAY 9: Write Effective Emails

Introduction - Write Effective Emails

Lesson - Write Effective Emails

Conclusion - Write Effective Emails

Write an Effective Email

DAY 10: Learn Corporate Telephone Etiquette

Introduction

Career Edge - Knockdown the Lockdown : Batch 01

75%

Write an Effective Email

Total Marks

10.0

Pass Marks

4.0

Attempts Taken

01

Duration

10 Mins

Start Time

17 May 2020 12:00 AM

TO

16 Jul 2020 12:00 AM

View Assessment Analysis

At the End of Assessment

Already cleared assessment.

My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
20 May 2020 11:44 AM	0:3:42 Hrs(11:48 AM)	8.0/10.0	Pass	View Result

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

➤ Ace corporate interviews

- **Intro – It provides the most direct information about a candidate skills, background, personality type.**
- **Research the organization before the interview.**
- **The importance of an interview was discussed under this session and also a strategy of developing a good opening and closing interview**
- **Interview process**
 - ★ **Before the interview – appreciate dressing, reach 10-15 min early, don't hold negative thoughts, don't feel nervous**
 - ★ **During an interview – treat everybody with courtesy and respect, keep eye contact with an interviewer,**
 - ★ **look alert, do not sit until you are offered a seat, do not show lack of interest**

➤ Learn corporate Etiquette

- **Various etiquettes were discussed under this session**
 - ★ **Business etiquette – rules that one has to follow when in business environment**
 - ★ **Cubicle etiquette – it is the place to complete official work and not be used for our personal chores**
 - ★ **Internet etiquette – it is the critical part at the work**
 - ★ **Meeting etiquette – read about the agenda before attending the meeting**
- **This session also remembers us some courtesies to be followed in the office**

➤ **Write effective emails**

- **Intro – it is very much essential to maintain the records of the official work and information sent electronically between two or more people over a network**
- **Under this session I have learnt the structure of an email, to write an effective subject line and text, Do's and Don'ts of email writing, the importance of responding to emails**
- **This session also reminds us to keep our email short and not to use all uppercase or all lower case**

Date: 20-05-2020

Course: Python

Topic: Interactive English Dictionary


Name: Neha T

USN: 4AL18EC035




Semester 4th sem A sec

& Section:

AFTERNOON SESSION DETAILS


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Version 1.2: Code

I added lines 10 and 11 to make sure the program returns the definition of acronyms (e.g., USA or NATO.)

```

3 import json
4 from difflib import get_close_matches
5 data = json.load(open("data.json"))
6 def translate(w):
7     w = w.lower()
8     if w in data:
9         return data[w]
10    elif w.title() in data:
11        return data[w.title()]
12    else:
13        return [None]
```


Overview
Q&A
Bookmarks
Announcements

About this course

A complete Python course for both beginners and intermediates! Master Python 3 by

Course content

- 93. Recommending the Best Match 10min
- 94. Confirmation from the User 10min
- 95. Optimizing the Final Output 8min
- 96. Version 1.1 (E) 1min [Resources ▾](#)
- 97. Version 1.1: Code 1min
- 98. Version 1.2 (E) 1min
- 99. Version 1.2: Code 1min

Section 14: Project Exercise with ▾

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

➤ INTERACTIVE ENGLISH DICTIONARY

- It is a console application made by the Python programming language
- It takes the word from the user and returns its definition from the data. It also gives the best matched word with the wrong spelling
- The system will be intelligent enough to suggest words
- Loading JSON data
- Taking into account bad words
- Implementing case sensitivity
- Similarity ratio between two words