DAILY ASSESSMENT FORMAT

Date:	**20 MAY 2020**	**Name:**	**PAVITHRAN S**
Course:	**TCS ION CAREER GUIDE**	**USN:**	**4AL17EC068**
Topic:	**ACE CORPORATE INTERVIEWS, LEARN CORPORATE ETIQUETTE, STRUCTURE OF AN EMAIL.**	**Semester & Section:**	**6th B**
Github Repository:	**Pavithran**		

FORENOON SESSION DETAILS

Image of session

Total Marks	Pass Marks	Attempts Taken	Duration	Start Time	View Assessment Analysis At the End of Assessment	Already cleared assessment.
10.0	4.0	01	10 Mins	18 May 2020 12:00 AM TO 17 Jul 2020 12:00 AM		

My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
20 May 2020 11:16 AM	0:3:20 Hrs(11:19 AM)	8.0/10.0	Pass	View Result

Total Marks	Pass Marks	Attempts Taken	Duration	Start Time	View Assessment Analysis At the End of Assessment	Already cleared assessment.
10.0	4.0	01	10 Mins	18 May 2020 12:00 AM TO 17 Jul 2020 12:00 AM		

My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
20 May 2020 11:53 AM	0:4:23 Hrs(11:58 AM)	7.0/10.0	Pass	View Result

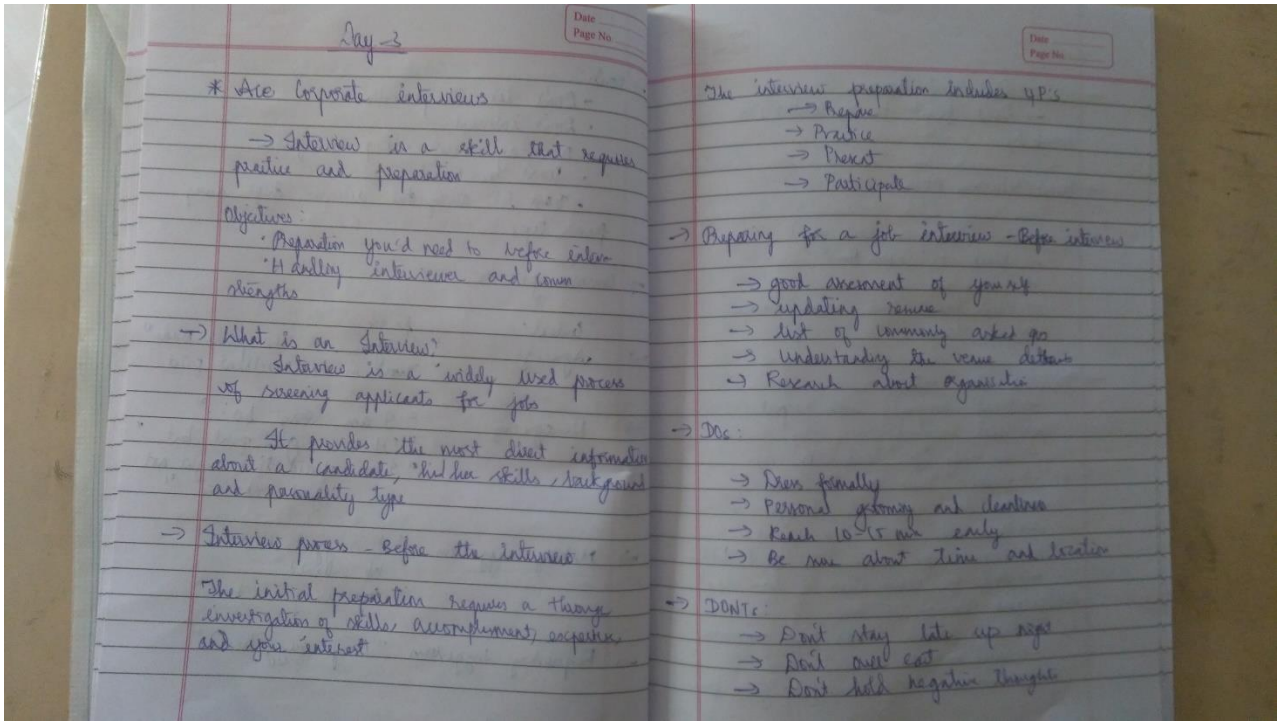
Total Marks	Pass Marks	Attempts Taken	Duration	Start Time	View Assessment Analysis At the End of Assessment	Already cleared assessment.
10.0	4.0	01	10 Mins	18 May 2020 12:00 AM TO 17 Jul 2020 12:00 AM		

My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
20 May 2020 12:38 PM	0:2:40 Hrs(12:41 PM)	6.0/10.0	Pass	View Result

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

ACE CORPORATE INTERVIEWS



Day-3

* Ace Corporate interviews

→ Interview is a skill that requires practice and preparation

Objectives:
- Preparation you'd need to before interv
- Handling interviewer and known strengths

→ What is an Interview?
Interview is a widely used process of screening applicants for jobs

It provides the most direct information about a candidate, his/her skills, background and personality type

→ Interviews process - Before the interview:

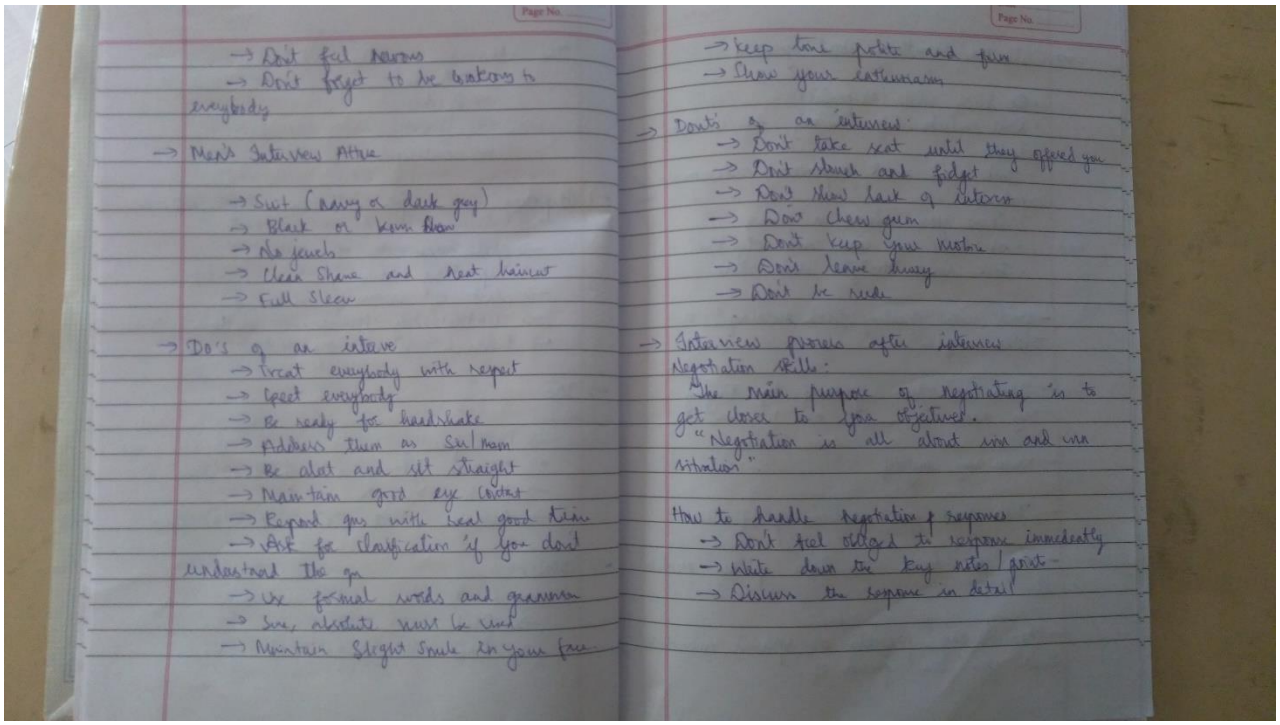
The initial preparation requires a thorough investigation of skills, accomplishment, expertise, and your interest

The interview preparation includes 4P's
→ Prepare
→ Practice
→ Present
→ Participate

→ Preparing for a job interview - Before interview
→ good assessment of yourself
→ updating resume
→ list of commonly asked qs
→ understanding the resume database
→ Research about organization

→ Do:
→ Dress formally
→ Personal grooming and cleanliness
→ Reach 10-15 min early
→ Be sure about time and location

→ DONTs:
→ Don't stay late up night
→ Don't over eat
→ Don't hold negative thoughts



→ Don't feel nervous
→ Don't forget to be courteous to everybody

→ Men's Interview Attire
→ Suit (navy or dark grey)
→ Black or brown shoes
→ No jewels
→ Clean Shave and neat haircut
→ Full Sleeve

→ Do's of an interview
→ Treat everybody with respect
→ Greet everybody
→ Be ready for handshake
→ Address them as Sir/Mam
→ Be alert and sit straight
→ Maintain good eye contact
→ Respond qns with real good time
→ Ask for clarification if you don't understand the qn
→ Use formal words and grammar
→ Use absolute must be used
→ Maintain Slight Smile in your face
→ keep tone polite and firm
→ Show your enthusiasm

→ Don'ts of an interview
→ Don't take seat until they offered you
→ Don't slouch and fidget
→ Don't show lack of interest
→ Don't chew gum
→ Don't keep your mobile
→ Don't leave hurry
→ Don't be rude

→ Interview process after interview
Negotiation skills:
The main purpose of negotiating is to get closer to your objectives.
"Negotiation is all about win and win situation"

How to handle negotiation response
→ Don't feel obliged to response immediately
→ Write down the key notes / points
→ Discuss the response in detail

→ Tell me something about yourself

- Be brief while responding
- Don't include life history nor irrelevant details
- Talk about work experience, achivements and expertise
- Show your interest in joining
- A brief of your career objectives
- Talk about strength and skills

- Start with greeting: Good morning!. or Hello everyone.

- Then introduce yourself by saying "My name is ____ or I am ____

- Never say myself

- Talk about your academic qualification.

- If you have 1st class please mention it.

- Mention any projects or special achivement that you are proud of

- Talk about your goals and objectives

- Thank politely and end the conversation gracefully.

→ Why should I hire you?

- Talk about your best qualification and experience

- Talk about how you can be an asset to the company

- Talk how you can produce exceptional results

- Tell about your passion for job profile

- Tell about how you can be the team player

- Tell about your communication skills

→ What are your strengths?

- Make sure that your strength match the job requirements

- Be genuine and accurate

- Be brief and concise

- your response should be relevant to the job

- Demonstrate with example

→ What are your weaknesses?

- Make sure you respond skill related

- Make sure your weakness appears to be strength

→ What are your achivements

- educational achivements
- prizes won
- personal achivements - leading social activities college, school etc.

→ What do you know about organisation

- Research the company thoroughly

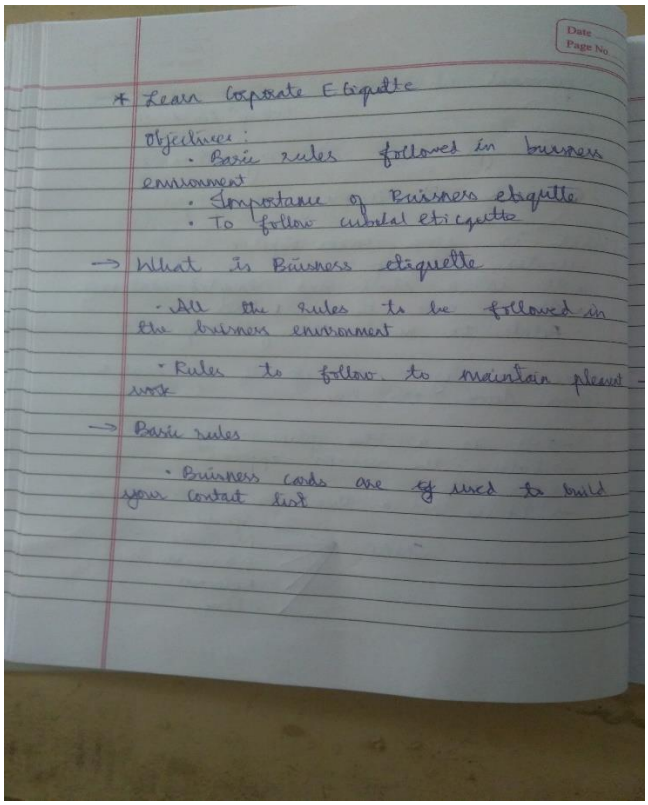
→ What is your career objective
- Creates an impact
- It is a short and targeted statement
- It is more than 3-4 lines
- Relates to match the job requirement

→ Where do you see yourself in next 5 years down the line.

→ It is a blue print of your aim
→ Follow the SMART approach
→ Is realistic
→ It is not a threat to interview panel

SMART
- Specific
- Measurable
- Attainable
- Relevant
- Time

LEARN CORPORATE ETIQUETTE



* Learn Corporate Etiquette

Objectives:
- Basic rules followed in business environment
- Importance of Business etiquette
- To follow cubical etiquette

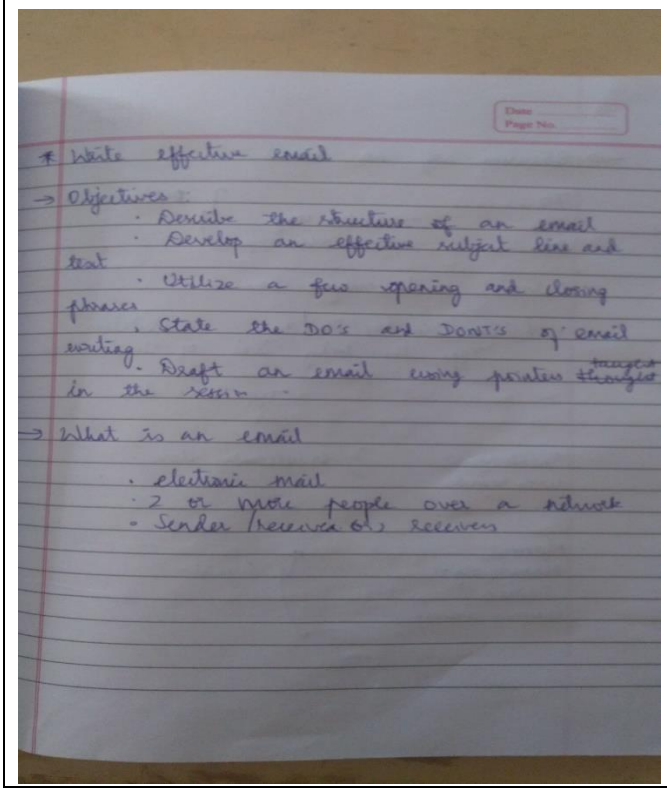
→ What is Business etiquette

- All the rules to be followed in the business environment
- Rules to follow to maintain pleasant work

→ Basic rules

- Business cards are used to build your contact list

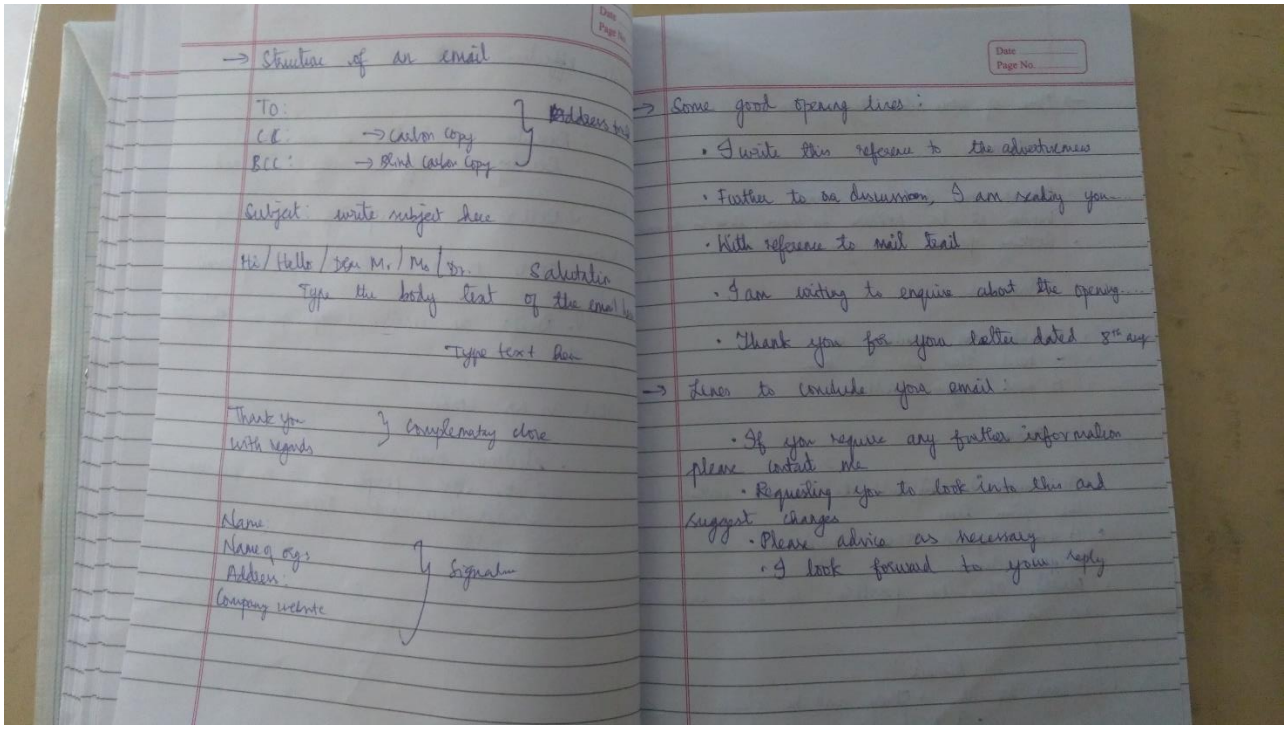
WRITE EFFECTIVE EMAIL



* Write effective email

→ Objectives:
- Describe the structure of an email
- Develop an effective subject line and text
- Utilize a few opening and closing phrases
- State the DO's and DONT's of email writing
- Draft an email using proper format in the session

→ What is an email
- electronic mail
- 2 or more people over a network
- Sender / Receiver or receivers



→ Structure of an email

TO:
CC: → Carbon Copy
BCC: → Blind Carbon Copy
} Address part

Subject: write subject here

Hi / Hello / Dear M. / Ms / Dr. } Salutation

Type the body text of the email here

Type text here

Thank you
With regards } Complementary close

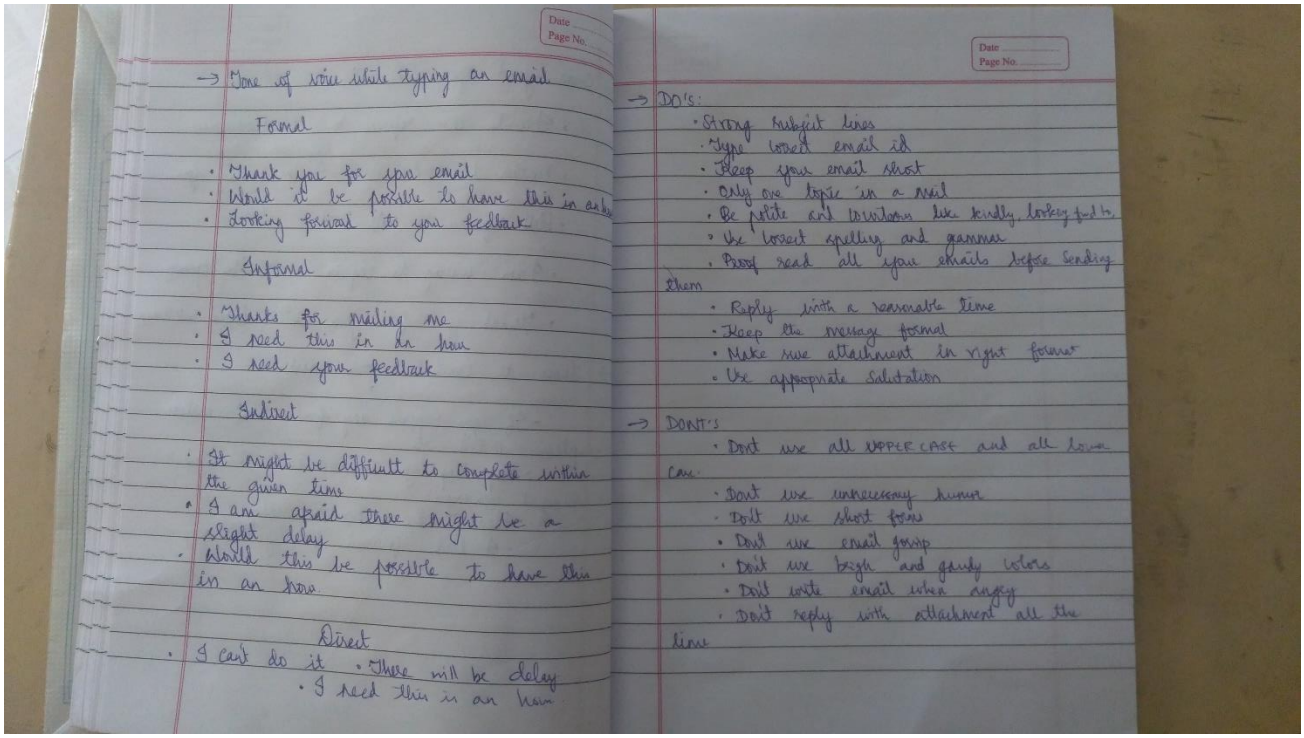
Name
Name of org.
Address
Company website } Signature

→ Some good opening lines:

- I write this reference to the advertisement
- Further to our discussion, I am writing you...
- With reference to mail trail
- I am writing to enquire about the opening...
- Thank you for your letter dated 8th Aug

→ Lines to conclude your email:

- If you require any further information please contact me
- Requesting you to look into this and suggest changes
- Please advice as necessary
- I look forward to your reply



→ Tone of voice while typing an email

Formal

- Thank you for your email
- Would it be possible to have this in an hour
- Looking forward to your feedback

Informal

- Thanks for mailing me
- I need this in an hour
- I need your feedback

Indirect

- It might be difficult to complete within the given time
- I am afraid there might be a slight delay
- Would this be possible to have this in an hour

Direct

- I can't do it
- There will be delay
- I need this in an hour

→ DO's:

- Strong subject lines
- Type work email id
- Keep your email short
- Only one topic in a mail
- Be polite and courteous like kindly, looking forward to
- Use correct spelling and grammar
- Proof read all your emails before sending them
- Reply with a reasonable time
- Keep the message formal
- Make sure attachment in right format
- Use appropriate salutation

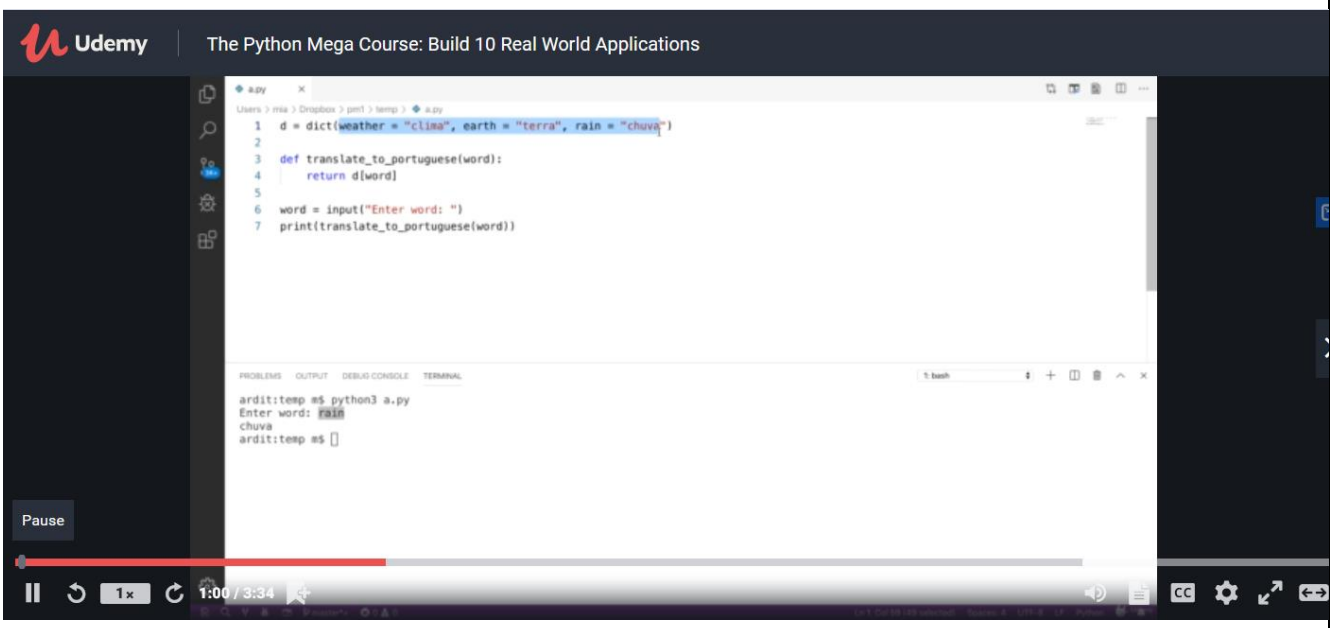
→ DONT's

- Don't use all UPPER CASE and all lower case
- Don't use unnecessary humour
- Don't use short form
- Don't use email group
- Don't use bright and gaudy colors
- Don't write email when angry
- Don't reply with attachment all the time

Date:	20 MAY 2020	Name:	PAVITHRAN S
Course:	PYTHON	USN:	4AL17EC068
Topic:	LISTS IN PYTHON	Semester & Section:	6th B
Github Repository:	Pavithran		

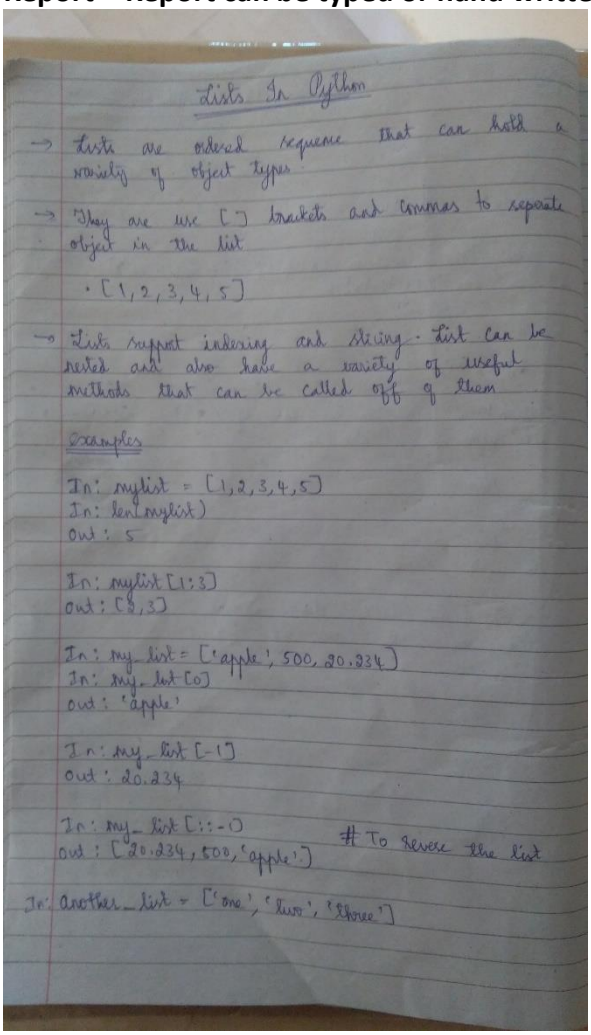
AFTERNOON SESSION DETAILS

Image of session




```
In [31]: newlist[1] = 5000

In [32]: newlist
Out[32]: ['apple', 5000, 20.234, 'one', 'two', 'three']

In [33]: newlist.append('corona')

In [34]: newlist
Out[34]: ['apple', 5000, 20.234, 'one', 'two', 'three', 'corona']

In [35]: newlist.pop()
Out[35]: 'corona'

In [36]: newlist
Out[36]: ['apple', 5000, 20.234, 'one', 'two', 'three']

In [37]:  newlist.pop(2)
Out[37]: 20.234

In [38]: newlist
Out[38]: ['apple', 5000, 'one', 'two', 'three']

In [39]:  A_list = ['a','z','t','k']
          B_list = [1,9,8,6,4]

In [40]: A_list.sort()
```

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



Lists In Python

→ Lists are ordered sequence that can hold a variety of object types

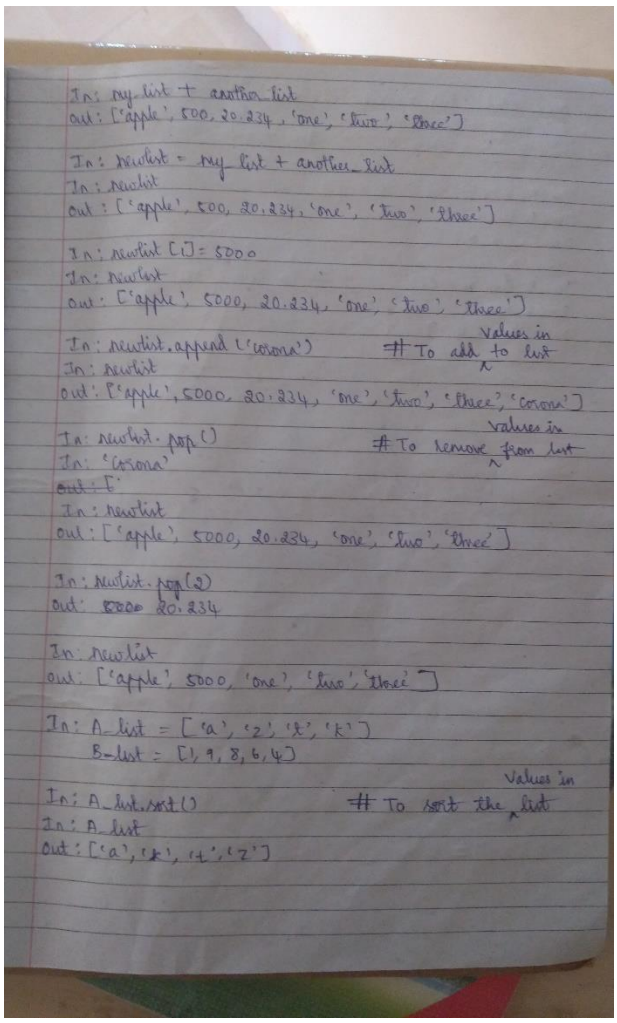
→ They are use [] brackets and commas to separate object in the list

• [1, 2, 3, 4, 5]

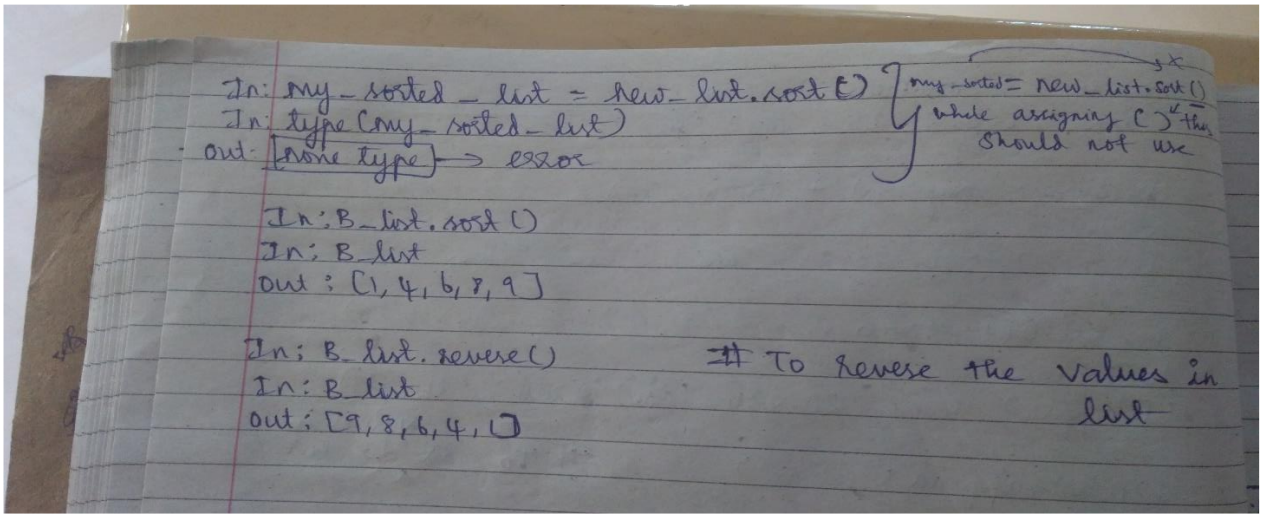
→ Lists support indexing and slicing. List can be nested and also have a variety of useful methods that can be called off of them

Examples

```
In: mylist = [1,2,3,4,5]
In: len(mylist)
Out: 5

In: mylist[1:3]
Out: [2,3]

In: my_list = ['apple', 500, 20.234]
In: my_list[0]
Out: 'apple'

In: my_list[-1]
Out: 20.234

In: my_list[::-1]          # To reverse the list
Out: [20.234, 500, 'apple']

In: another_list = ['one', 'two', 'three']
```



```
In: my_list + another_list
Out: ['apple', 500, 20.234, 'one', 'two', 'three']

In: newlist = my_list + another_list
In: newlist
Out: ['apple', 500, 20.234, 'one', 'two', 'three']

In: newlist[1] = 5000
In: newlist
Out: ['apple', 5000, 20.234, 'one', 'two', 'three']

In: newlist.append('corona')      # To add values in to list
In: newlist
Out: ['apple', 5000, 20.234, 'one', 'two', 'three', 'corona']

In: newlist.pop()                 # To remove values from list
In: 'corona'
Out: [
In: newlist
Out: ['apple', 5000, 20.234, 'one', 'two', 'three']

In: newlist.pop(2)
Out: 20.234

In: newlist
Out: ['apple', 5000, 'one', 'two', 'three']

In: A_list = ['a', 'z', 't', 'x']
    B_list = [1, 9, 8, 6, 4]

In: A_list.sort()                 # To sort the values in list
In: A_list
Out: ['a', 'x', 't', 'z']
```



```
In: my_sorted_list = new_list.sort()
In: type(my_sorted_list)
Out: [none type] → error

In: B_list.sort()
In: B_list
Out: [1, 4, 6, 7, 9]

In: B_list.reverse()              # To reverse the values in list
In: B_list
Out: [9, 8, 6, 4, 1]
```

my_sorted = new_list.sort() while assigning () the, should not use