**DAILY ASSESSMENT FORMAT**

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| **Date:** | **20/05/20** | **Name:** | **Persis P** |
| **Course:** | **TCS-ION CAREER EDGE** | **USN:** | **4AL17EC069** |
| **Topic:** | **Ace corporate interviews**  **Learn corporate etiquette**  **Write effective emails** | **Semester & Section:** | **6th sem & B sec** |
| **Github Repository:** |  |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Report – Report can be typed or hand written for up to two pages.**  Course content   * Interview process before the interview * Interview process during the interview * Interview process after the interview * FAQ's during an interview * Summary   **Learn Corporate Etiquette**   * What is etiquette? * Basic rules of corporate etiquette * Dressing in business * Cubicle etiquette * Internet etiquette * Meeting etiquette * Courtesies at the door and elevator * Summary       **Internet etiquette**   * choose the right language when giving feedback on online forum. * respond to e-mails on time. * Use a proper greeting and complimentary close in your mails. * Go through the FAQs of a site before posting any questions. * If you are going to post a question, do so to the appropriate group. * Check spelling and grammar of the mail before sending it. * Make sure the mail is crisp and has a good subject.   **summary**   * The importance of an interview. * The skills and expertise an interview require * The engagement rules of a face to face interview * To answer the interview questions effectively * The Do’s and Don’ts of an effective interview * To develop a good opening and closing interview strategy. * To recognize your strengths and weaknesses. |

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| **Date:** | **20/05/20** | **Name:** | **Persis P** | |
| **Course:** | **python** | **USN:** | **4AL17EC069** | |
| **Topic:** | **Build an interactive English dictionary** | **Semester & Section:** | **6th sem & B sec** | |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session** | | | |
| **Report – Report can be typed or hand written for up to two pages.**  **Integers, Floats, Lists, Dictionaries, Tuples, dir, help**  **Integers** are for representing whole numbers:  rank = 10  eggs = 12  people = 3  **Floats** represent continuous values:  temperature = 10.2  rainfall = 5.98  elevation = 1031.88  **Strings** represent any text:  message = "Welcome to our online shop!"  name = "John"  serial = "R001991981SW"  **Lists** represent arrays of values that may change during the course of the program:  members = ["Sim Soony", "Marry Roundknee", "Jack Corridor"]  pixel\_values = [252, 251, 251, 253, 250, 248, 247]  **Dictionaries** represent pairs of keys and values:  phone\_numbers = {"John Smith": "+37682929928", "Marry Simpons": "+423998200919"}  volcano\_elevations = {"Glacier Peak": 3213.9, "Rainer": 4392.1}  **Keys** of a dictionary can be extracted with:  phone\_numbers.keys()  **Values** of a dictionary can be extracted with:  phone\_numbers.values()  **Tuples** represent arrays of values that are not to be changed during the course of the program:  vowels = ('a', 'e', 'i', 'o', 'u')  one\_digits = (0, 1, 2, 3, 4, 5, 6, 7, 8, 9)  To find out what **attributes** a type has:  dir(str)  dir(list)  dir(dict)  To find out what Python **builtin functions** there are:  dir(\_\_builtins\_\_)  **Documentation** for a Python command can be found with:  help(str)  help(str.replace)  help(dict.values)  **Positive/Negative Indexes, Slicing**  Lists, strings, and tuples have a **positive index** system:  ["Mon", "Tue", "Wed", "Thu", "Fri", "Sat", "Sun"]  0 1 2 3 4 5 6  And a **negative index** system:  ["Mon", "Tue", "Wed", "Thu", "Fri", "Sat", "Sun"]  -7 -6 -5 -4 -3 -2 -1  In a list, the **2nd**, **3rd**, and **4th** items can be accessed with:  days = ["Mon", "Tue", "Wed", "Thu", "Fri", "Sat", "Sun"]  days[1:4]  Output: ['Tue', 'Wed', 'Thu']  **First three items of a list**:  days = ["Mon", "Tue", "Wed", "Thu", "Fri", "Sat", "Sun"]  days[:3]  Output:['Mon', 'Tue', 'Wed']  **Last three items of a list**:  days = ["Mon", "Tue", "Wed", "Thu", "Fri", "Sat", "Sun"]  days[-3:]  Output: ['Fri', 'Sat', 'Sun']  **Everything but the last**:  days = ["Mon", "Tue", "Wed", "Thu", "Fri", "Sat", "Sun"]  days[:-1]  Output: ['Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat']  **Everything but the last two**:  days = ["Mon", "Tue", "Wed", "Thu", "Fri", "Sat", "Sun"]  days[:-2]  Output: ['Mon', 'Tue', 'Wed', 'Thu', 'Fri']  A single in a **dictionary** can be accessed using its key:  phone\_numbers = {"John Smith":"+37682929928","Marry Simpsons":"+423998200919"}  phone\_numbers["Marry Simpsons"]  Output: '+423998200919' | | | |