

## TCS report

- \* Ace corporate interviews:
  - Interview is a skill which requires practice & preparation.
  - It provides most direct info about a candidate, his/her skills, background & personality type.
  - Interview process includes 4 P's - Preparation, Practice, Present & Participate.

Preparation: A good assessment of yourself & Research the organization  
updating resume.  
Prepare list of commonly asked question.

- Dress appropriately.
- Be thoroughly prepared.
- Update your resume
- Follow SMART approach
- Because of body language.
- Don't hesitate to negotiate.

## \* Learn corporate etiquette.

- Business etiquette can be defined as all the rules that can follow when in a business environment.
- Business cards are used to build contact list.
- Using foul language is not appropriate.
- Don't shout at colleague
- At the cafeteria do not break the queue.
- Polite ways to interrupt a person.
- I'm sorry to interrupt you.
- Excuse me (name), may I add to that?

## \* Write an effective mail:

- Important to maintaining business communication.
- Structure of email should contain.  
Address field, sub, body of email, complimentary close

- Always check the mail has grammar mistake.
- Email should be brief & concise.
- Don't use all UPPER case or all lower case.
- Write email using correct structure of email.
- Write effective sub line.
- Few opening & closing phrases.

\* Section: list comprehensions.

• temps = [221, 234, 340, 230]

new temps = [ ]

for temp in temps:

new-temps.append(temp/10)

Print (new-temps)

O/P: [22.1, 23.4, 34.0, 23.0]

(Q4)

temps = [221, 234, 340, 230] // using test comprehension

new-temps = [temp/10 for temp in temps]

Print (new-temps)

• temps = [221, 234, 340, -9999, 230]

new-temps = [temp/10 for temp in temps if temp != -9999]

Print. (new-temps)

\* Section 10 : Move on Functions.

def area (a, b):

↓  
Parameter & argument.

• def area (a, b):

return a\*b

Print (area(b=4, a=5))

(Q4) def area (a, b=6)

return a\*b

Print (area (a=4))

• def mean (\*args)

return sum (args) / len (args)

Print (mean (1, 3, 4))

\* Section II : File processing

• Reading text from a file

myfile = open ("fruits.txt") → file name

Print (myfile.read())

• If we want to print the content of the file many times then-

myfile = open ("fruits.txt")



- To close a file - use - `myfile.close()`

- `myfile = open("fruits.txt")`

`content = myfile.read()`

`myfile.close()`

- with open ("fruits.txt") as myfile:

`content = myfile.read()`

`print (content)`

- With open ("files/fruit.txt", "a") as myfile:

`myfile.write("In Okra")`

↳ okra will be appended to the file fruit.txt.

- For appending & reading a file.

with open ("file.txt", "a") as file:

`content = file.write("even more sample text")`

`file.seek(0)`

`content = file.read()`

## \* Section 12 :-

- Builtin modules:

`while True:`

`with open("files/vegetables.txt") as file:`

`print (file.read x)`

O/p : tomato  
tomato  
tomato.

To give the o/p for every 10 sec -

`import time`

`while True:`

`with open("files/vegetables.txt") as file:`

`print (file.read())`

`time.sleep(10)`

- `import time`

`import os`

`while True:`

`if os.path.exists("files/veg.txt"):`

`with open("file/veget.txt")`

`print (file.read())`

`else:`

`print ("file does not exist")`

`time.sleep(10)`