

Date: 21/05/2020

Course: TCS-ION

Topics: Learn corporate telephone  
etiquette, understand accounting  
fundamentals, gain four skill in  
IT

Name: Poojary Sushmita Shrinivas

USN: 4AL16E046

Sem: 6B.

## \* Learn corporate telephone etiquette:

- Remember APEND

Alert, Pleasant, expressive, Natural, Distractions.

- Introductory, phrases - Hello, good morning,

This is —, Is this —, could I speak to Mr/Ms —

- Take notes as paper.

- Keep your stationary, ready, got down important inf,  
write neatly, verify the details of the contact person,  
Repeat the noted message for confirmation.

- Voice mails are digital recording of incoming &  
outgoing voice message.

- Speak with enthusiasm, be soft & polite.

- Clarity over the phrase is must.

- Engage in positive conversation.

- Listen to caller patiently.

- Never sound harsh.

- Avoid shouting.

## \* Understand accounting fundamentals.

- Historical cost concept
- Matching concept.
- Full disclosure concept.

## \* Gain foundation skills in IT;

- Instead of knowing everything imperfectly, be perfect in one particular area.
- Basic knowledge about particular areas is enough.
- Choose project wisely.
- Communicate your technical strengths upfront.
- Accept what you don't know.
- Give logical paths to get to the solution.
- Communicate effectively.



Date: 21/5/2020  
Course: Python

Name: Poojary Sushmita  
USN: HAL16EC046  
Sem: 6B

\* Section 13:- Application 1:- Build on Interactive English dictionary.

• To the dictionary in Python-

```
import file  
data = file.load (open("data.files"))  
Print (data,
```

• This program will load the ictionary stored in folder file, & read it

```
import file  
data = file.load (open("data.file"))  
def translate (word);  
    return data [word]  
word = input ("enter word: ")  
Print (translate (word))
```

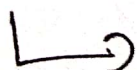
```
• import file  
data = file.load (open ("data.file"))  
def translate (w):
```

```
    if w in data:  
        return data [w]
```

```
    else:  
        return " the word doesn't exist"
```

```
    word = input ("enter word: ")  
    Print (translate (word))
```

• But the above program wont read ~~the~~ if the uppercase or unequal cases are used ~~are~~ so overcom that issue:-





• import file

from difflib import get\_close\_matches

data = file.load(open("data.file"))

def translate(w):

w = w.lower()

if w in data:

return data[w]

elif len(get\_close\_matches(w, data, key())) > 0:

return "Did you mean '%s' instead?" % get\_close\_matches

else:

(w, data, key())[0]

return "The word doesn't exist"

word = input("enter word:")

Print(translate(word))

• import file

from difflib import get\_close\_matches

data = file.load(open("data.file"))

def translate(w):

w = w.lower()

if w in data:

return data[w]

elif len(get\_close\_matches(w, data, keys())) > 0:

yn = input("did you mean '%s' instead? enter y if

or 'N' if no: " % get\_close\_matches(w, data, keys())

if yn == "y":

return data[get\_close\_matches(w, data, keys())[0]]

elif yn == "N":

return "The word does exist",

else: return "we didnt understand your entry"

word = input("enter word")

print(translate(word))

if type(output) == list:

for item in output:

print(item)

else print(output)