**DAILY ASSESSMENT FORMAT**

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| **Date:** | **20-05-2020** | **Name:** | **Pragati M Kundalkar** |
| **Course:** | **TCS ION CAREER EDGE** | **USN:** | **4AL17EC072** |
| **Topic:** | **Ace corporate interviews,**  **Learn corporate etiquette,**  **Write effective emails** | **Semester & Section:** | **6th sem**  **B- sec** |
| **Github Repository:** | **Pragati-m-k** |  |  |

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| **FORENOON SESSION DETAILS** | | | |
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| **ACE CORPORATE INTERVIEWS**   * Interview provides information about a candidate, his/her personality and background. * Before interview the preparation includes 4P’s i.e., Prepare, Practice, Present and Participate. * The interview can be effective by updating the resume, doing research of the organization, preparing list of commonly asked questions etc. * We should focus on our dressing, appearance and should reach as early as possible. * We should respond the questions warmly and with specific example. * Using of formal words and expressions and appropriate grammar. * To have good negotiating skills.   **LEARN COPORATE ETIQUETTE**   * Business etiquette can be defined as all the rules that one has to follow when in a business environment. * We should use polite phrases while interrupting a person. * Dressing in business is the first impression. * Cubicle etiquette should follow neat and clean table, maintaining calendar, pen and notepad, seek permission before entering colleague’s cubicle etc. * Internet etiquette should be followed by using write language for feedback, respond to mail on time etc. * Basic rules should be followed irrespective of our position. * Courtesies should be followed at the door and elevator. * Dressing and internet etiquette should be followed as per the company policy. * Cubicle etiquette and meeting etiquette determine our professionalism.   **WRITE EFFECTIVE EMAILS**   * An email is a record of the communication that has happened and is stored in the server of the organization. * Subject is the important part in the mail, it should provide the jest and should be to the point. * Check the spelling and grammar before sending the mail. * Keep the email short as possible. | | | |
| **Date:** | **20-05-2020** | **Name:** | **Pragati M Kundalkar** |
| **Course:** | **Python programming** | **USN:** | **4AL17EC072** |
| **Topic:** | **Application 1: Build an interactive English dictionary** | **Semester & Section:** | **6th sem**  **B- sec** |

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| **AFTERNOON SESSION DETAILS** |
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