**DAILY ASSESSMENT FORMAT**

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| **Date:** | **18/05/2020** | **Name:** | **Priya P Rao** |
| **Course:** | **TCS Ion - Softskills** | **USN:** | **4AL18EC041** |
| **Topic:** | **1. Communication to impress.**  **2. Deliver presentation with impact.**  **3. Develop softskills for the workplace.** | **Semester & Section:** | **4TH sem ‘A’ section.** |
| **Github Repository:** | **Priya-Rao** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session**  **C:\Users\Pawan\Desktop\tcs 1.PNG**  **C:\Users\Pawan\Desktop\tcs 2.PNG**  **C:\Users\Pawan\Desktop\tcs 3.PNG** |
| **Chapter 1: Introduction- Communication to impress**  **Objectives:**   * **The importance of communication.** * **The process of communication.** * **Barriers of communication.** * **Difference between verbal and non verbal communication.** * **Use of communication effectively.**   **Communication: It is an act of sending information from one person to another.**  **Importance of communication:**  **1. Give information:**  **Eg.: Two people talking to each other.**  **2. Persuade:**  **Eg.: To sell a product or convince a person.**  **3. Express needs:**  **Eg.: Need a report for meeting.**  **4. Form social bonds:**  **Eg.: Greeting others or introducing yourself.**  **5. Share feelings:**  **Eg.: Share your happiness or sorrow.**  **Types of communication:**  **Verbal**  **Non-verbal**  **Visual**  **Written**  **Process of communication:**  Decoder  Channel  Encoder  Receiver  Sender  Feedback  **Sender: Source of message**  **Encoder: Converting the message into words**  **Channel: Signal in words is sent through channel to receiver**  **Decoding: Breaking down the message and understanding it**  **Receiver: Receives the message**  **Barriers of communication: Physical, Cultural, Perceptual, Language**  **Types of non-verbal communication: Facial expression, Paralanguage, Gesture, Posture, Eye contact, Appearance.**  **Verbal communication: Face to face, written, telephonic.**    **Effective communication takes place when verbal and non-verbal communication works together.**  **This chapter finally covers the DO’s and DON’T’s of effective communication.**  **Chapter 2: Deliver presentation with impact.**  **While designing an effective presentation, we have to make sure that**   * **Number of slides must be minimum.** * **Languages used must be simple and understable.** * **Cover a single sub-topic in a slide.** * **Effective use of quotations.** * **The size and font type must be readable.** * **Use templates matching the need of the topics.**   **And finally this chapter covered the DO’s before the presentation and during the presentation and DON’T’s during the presentation.**  **Chapter 3: Develop soft skills for the work place.**  **Keys: Good communication skills.**  **Being aware of body language.**  **Ability to work in the team.**  **Soft skills are the people skills that are difficult to quantify and measure. These skills helps us to maintain the healthy relationships.** |

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| **Date: 18/05/2020 Name: Priya P Rao**  **Course: Python USN: 4AL18EC041**  **Topic: Course introduction Semester 4th sem**  **and basics & Section: ‘A’ section** |  | |  | |  | | | |
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| **AFTERNOON SESSION DETAILS** | | | | | | |
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| * **In this course, at the beginning I have studied about the introduction of Python, where the usage of tools were shown and then the installation of Python app for programming.** * **After all the necessary installations of the required applications, the visuals of the programming were shown in the visuals and discussed the basics likes, data types, operation with data types, function and conditionals, processing the user inputs and the loops.** * **Finally in this chapter, building a program was done.** | | | | | | |