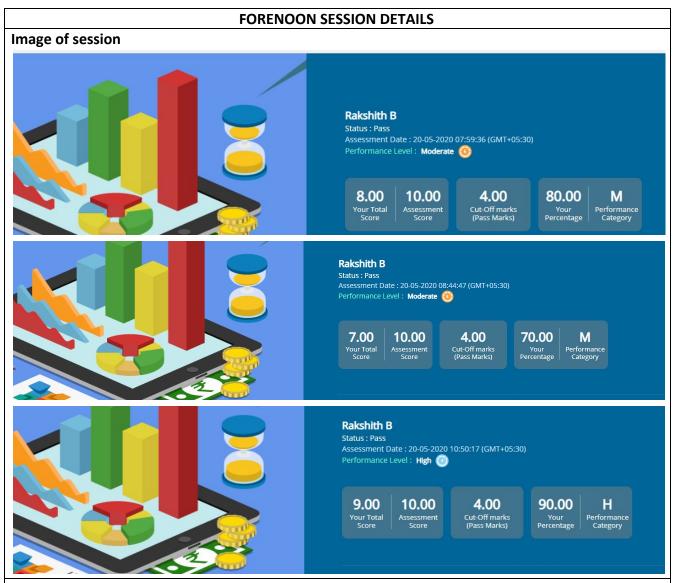
REPORT MAY 20

20 MAY 2020	Name:	Rakshith B
TCSION CARRIER EDGE	USN:	4AL16EC409
Ace Corporate Interviews,Learn Corporate Etiquette ,Write Effective Emails.	Semester & Section:	6th SEM B
Rakshith-B		
1 / E	TCSION CARRIER EDGE Ace Corporate Interviews,Learn Corporate Etiquette ,Write Effective Emails.	TCSION CARRIER EDGE Ace Corporate Interviews, Learn Corporate Etiquette , Write Effective Emails. USN: Semester & Section:



Report -

Ace Corporate Interviews

What are Interviews?

- Interview is a Widely used Process of Screening applicants for Jobs.
- It Provides the MOst Direct Information about a Candidate, his/her Skills, Background and Personality type.

According to Gary Dessler, "An Interview is a Procedure Designed to Obtain Information from a Person's Oral Response to oral Inquiries".

According to Borce and Thill," An Interview is any Planned Conversation with a Specific Purpose involving two or more People.

During Interview

Do's:

- Treat Everybody with Courtesy and Respect
- Greet Everybody
- Be Ready for a Handshake
- Be an attentive Listener inorder to Understand Questions
- Address the Interviewer as sir/ma'am
- Maintain Good Eye Contact through the interview
- Be alert and sit Straight in your Seat
- Respond to Questions Warmly and with Examples
- Ask for the Clarification if you don't understand the Question
- Use Formal Words and Expressions
- Display Your Interest in Employer
- Reply to the Question in Positive Manner
- Take time to Respond to a Situation

Dont:

- Don't take the seat Until you are Offered one
- Don't Slouch and Fidget
- Don't talk Negative about Previous employers
- Don't show lack of interest
- Don't be rude ,say no politely
- Don't chew gum
- Don't smell of Sweat
- Don't Keep your Mobile Phone On During the Interview
- Don't Leave in a Hurry

Tell me About Yourself:

- Be Brief While Responding
- Don't include the History nor Relevant Details
- Talk about Relevant Work Experience, Achievements and Expertise
- Show Your Interest in Joining
- A Brief about Your Career Objective should be given
- Talk about your strength and Skills
- Start With the Greeting
- Introduce Yourself
- Talk about Academic Qualification
- If you have Achieved First Class with Distinction Mention It
- After that Speak about Technical Skills
- If you Have work Experience Mention It
- Mention any Projects or Special assignments that you are Proud Of
- Talk About your Goals and Objectives

Why Should We Hire You?

- Talk about Your Best Qualification
- Talk about How you can be a Asset to the Company
- Talk about the Passion for the Job Profile
- Talk about your Communication Skills and Abilities
- talk about How you can be a Team Player

What are Your strengths?

- Make Sure that strength Match the Job Profile
- Be Genuine and Accurate
- Be Brief and Concise
- Your Responses Should be Relevant to the Job
- Demonstrate With Example

What are your Weaknesses?

- Make Your Response Skill Related
- Make a Weakness Appear to be a Strength
- Describe it as an Action that Needs to Improve

What are Your Achievements?

- Educational Achievements
- Work Achievements
- Personal Achievements

What You Know About the Company?

- Research the Company Thoroughly
- Go Through the Company Websites before Going for the Interview
- Give Details About the Organisation
- Talk about the Company's Position in the Corporate world

Learn Corporate Etiquette

- Greeting
- Business cards
- Space While Speaking
- Introduction
- In a Meeting
- Language Used
- Personal Details
- Personal Hygiene
- At the Cofetaria

Cubic Etiquette

Do's:

- Neat and Clean
- Maintain a Calendar
- Few Decorative Items
- Pen and Notepads

- Switch Off Light and Laptops
- Seek Permission before entering the Colleagues Cubicle

Avoid:

- Don't Talk Loudly
- Don't Peep Into Your Colleagues
- Don't Eat at Work Station
- Don't use Office Phone for Personal Use
- Don't Play Games in Your Cubicle

Meeting Etiquette:

- Read About the Agenda
- Carry Pen and Notepad
- Be Punctual
- Be Attentive and Take Notes
- Dress Appropriately
- Be Polite While Asking Questions
- Don't Argue
- Don't Interrupt the Speaker
- Don't Chew Gum

Write Effective Emails

Email is a Short Form of Electronic Mail.Information Sent Electrically between Two or More People over a Network.It Involves a Sender and a Receiver.

Email Format

To

CC

BCC

Subject

Hi/Hello/Dear sir/Mr

Type the Body Text of the Email Here .

Thankyou/Thanking You/Thanks, With Regards

Name

Name of Your Organisation

Address Line 1

Address Line 2

Desk Phone Number

Alternative Email ID

Company Website

Do's:

- Use Strong Subject Line
- Type a Correct Email ID
- Keep Your Email Short
- Write About Only One Topic in One Email
- Be Polite and Courageous in Tone
- Use Correct Spelling and Grammar
- Reply with a Reasonable Time
- Make Sure the Attachment is in a Right Format
- CC only to Concerned Person Only
- Use Numbering and Bullets
- Follow Company Policy

Don't:

- Don't use all Uppercase Letters
- Don't use Unnecessary Humors
- Don't use Too many Short Forms
- Don't use one Word Responses
- Don't use Email For Gossips
- Don't Write Email When Angry

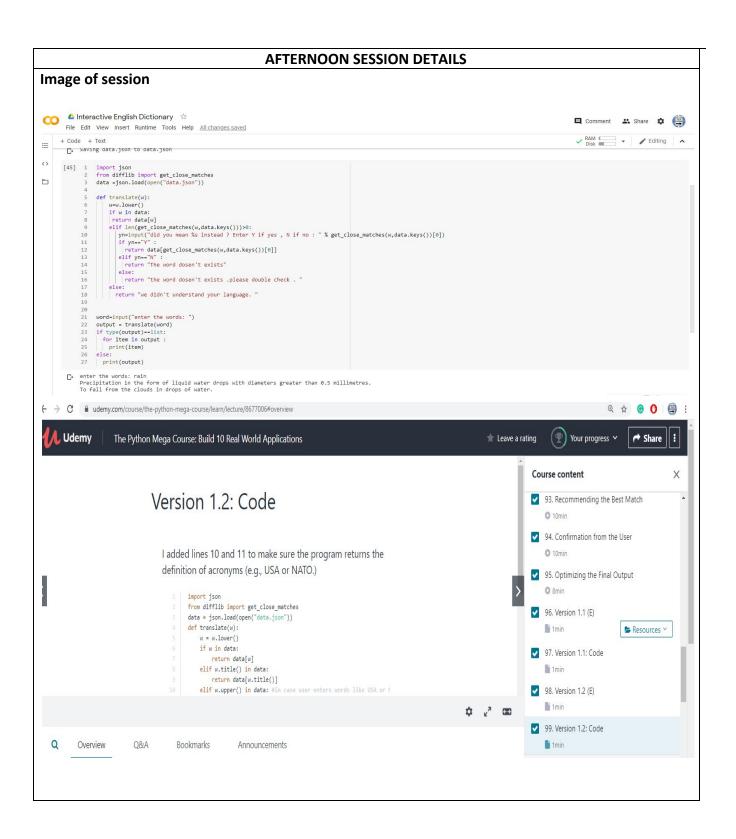
Date: 20 MAY 2020 Course: PYTHON

Topic: Build an Interactive English

Dictionary

Name:RAKSHITH B USN:4AL16EC409

Semester & Section:6 B



Report -**Build an Interactive English Dictionary** Code 1.1: import json from difflib import get close matches data = json.load(open("data.json")) def translate(w): w = w.lower()if w in data: return data[w] elif w.title() in data: return data[w.title()] elif len(get close matches(w, data.keys())) > 0: yn = input("Did you mean %s instead? Enter Y if yes, or N if no: " % get close matches(w, data.keys())[0]) **if** yn == "Y": return data[get close matches(w, data.keys())[0]] elif yn == "N": return "The word doesn't exist. Please double check it." else: return "We didn't understand your entry." else: return "The word doesn't exist. Please double check it." word = input("Enter word: ") output = translate(word) if type(output) == list: for item in output: print(item) else: print(output) Code 1.2: import json from difflib import get close matches data = json.load(open("data.json")) def translate(w): w = w.lower()if w in data: return data[w] elif w.title() in data: return data[w.title()] elif w.upper() in data: #in case user enters words like USA or NATO return data[w.upper()] elif len(get_close_matches(w, data.keys())) > 0: yn = input("Did you mean %s instead? Enter Y if yes, or N if no: " % get close matches(w, data.keys())[0]) **if** yn == "Y": return data[get_close_matches(w, data.keys())[0]] elif yn == "N": return "The word doesn't exist. Please double check it." else:

return "We didn't understand your entry."

return "The word doesn't exist. Please double check it."

else:

word = input("Enter word: ")
output = translate(word)
if type(output) == list:
 for item in output:
 print(item)

print(output)