

## REPORT MAY 20

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Course:	TCSION CARRIER EDGE	USN:	4AL16EC409
Topic:	Ace Corporate Interviews, Learn Corporate Etiquette ,Write Effective Emails.	Semester & Section:	6th SEM B
Github Repository:	Rakshith-B		

### FORENOON SESSION DETAILS

#### Image of session



#### 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 Borge 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 in order 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

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Semester & Section: 6 B

## AFTERNOON SESSION DETAILS

### Image of session

The screenshot displays a Jupyter Notebook environment with the following components:

- File Explorer:** Shows a file named `data.json`.
- Code Editor:** Contains Python code for an interactive dictionary. The code includes imports for `json` and `difflib`, a function `translate(w)` that uses `get_close_matches` to find word matches, and a main loop that takes user input and prints the results.
- Output:** Shows the result of running the code: `enter the words: rain` followed by a detailed description of rain.
- Udemy Course Interface:** The bottom part of the image shows the Udemy course page for "The Python Mega Course: Build 10 Real World Applications". The course content list on the right includes:
  - 93. Recommending the Best Match (10min)
  - 94. Confirmation from the User (10min)
  - 95. Optimizing the Final Output (8min)
  - 96. Version 1.1 (E) (1min)
  - 97. Version 1.1: Code (1min)
  - 98. Version 1.2 (E) (1min)
  - 99. Version 1.2: Code (1min)

## 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."
    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)
```

