DAILY ASSESSMENT FORMAT

Date:	20-May-2020	Name:	Raziya Banu
Course:	TCS iON	USN:	4AL16EC058
Topic:	Interview, Etiquette, Effective emails	Semester & Section:	8th sem & 'B' section
Github Repository:			

FORENOON SESSION DETAILS
Image of session

Report –

In my first session today I have studied about the Ace corporate interviews, Etiuette and hoe to make a effective emails professionally.

Ace corporate interviews:

Having a great resume is only a start. A great resume will not get the job. Employers use resumes as a front-end screen of a candidate's education level and skills to decide who they want to bring in to interview.

Getting the job offer comes from successfully interviewing, when the hiring manager decides you would be a good fit for their company and you are someone with whom they would want to work. There are some basic rules of a job interview that can cast you in a favorable light and leave a strong impression with potential employers.

1. Be prepared.

Come prepared with as much information about the company and industry as possible. Prepare questions of your own. Good job candidates want to know that the company to which they are applying is a good personal fit as well.

2. Be confident.

Begin introductions with a firm but not overpowering handshake. No one likes having their hand put in a vice.

3. Be engaging.

Make eye contact often—a must. It shows confidence and connects you with the interview. Remember the interviewer's name, and use it during the interview to stay engaged.

4. Be careful.

Think before you speak! This might be the only chance you get to convince a prospective employer that you are the right person for the job. Your answers during the interview are as important as the image you cast.

5. Be outgoing.

Don't underestimate the power of a personal connection. If you can connect with your interviewer in a personal way, they may think you would be an enjoyable person to have in the office or on the team.

The following guidelines will give you a general idea of professional attire:

WOMEN:
  ➢ Suits or coordinating jacket and skirt or dress outfits are the most impressive look.
  ➢ Choose subdued colors rather than loud tones.
  ➢ Skirts or dresses should be a conservative length.
  ➢ Heels should be no higher than 2 inches. Stockings/pantyhose should be neutral and have no runs or snags.
  ➢ Keep make-up to a minimum, and avoid flashy, excessive jewelry. Remember that professional attire is not the same thing as social/evening wear.
  ➢ Non-professional Interviews: A conservative pantsuit or coordinating jacket and blouse with slacks or a skirt.

MEN:
  ➢ A dark navy or gray suit is preferable to other colors; pinstripe is fine.
  ➢ If you do not own a suit, dress slacks and a coordinating jacket will suffice.
  ➢ A tie with your outfit is a must for a professional image. Hairstyles that are conservative are essential in a business environment.
  ➢ Shoes should be polished or shined. Wear no jewelry other than a wedding or a college ring, if applicable.
  ➢ If you have a beard, it should be neat and trimmed. Do not go to an interview with an "inbetween" look.

➢ Non-professional Interviews: A sports jacket with or without tie and nice slacks. A suit is not needed.
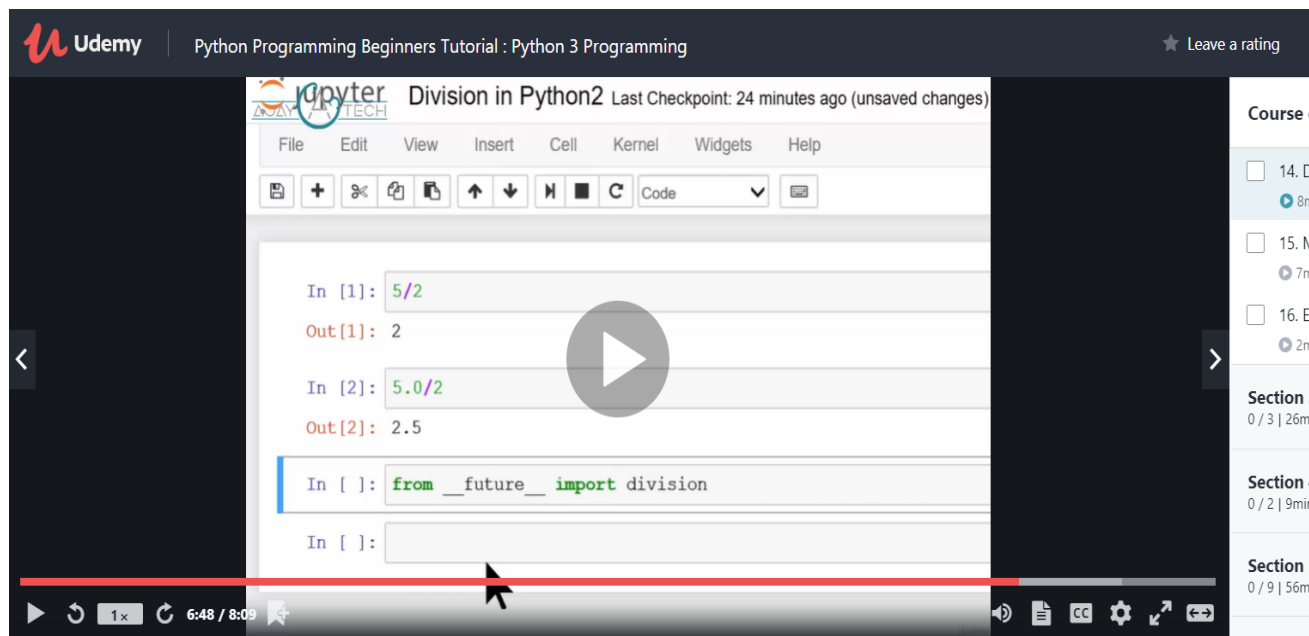
Effective Emails :

The average office worker receives around 80 emails each day. With that volume of mail, individual messages can easily get overlooked. Follow these simple rules to get your emails noticed and acted upon.

1. Don't overcommunicate by email.

2. Make good use of subject lines.

3. Keep messages clear and brief.

4. Be polite.

5. Check your tone.

6. Proofread.

Date:	20-May-2020	Name:	Raziya Banu
Course:	Udemy	USN:	4AL16EC058
Topic:	Python Numeric datatypes	Semester & Section:	8th sem & 'B' section

AFTERNOON SESSION DETAILS

Image of session

    In my second session today I have studied about the Numeric datatypes of pyrhon which includes arithmetic operation and Math module.

Numerical datatypes:

Floating-Point Representation

The following is a bit more in-depth information on how Python represents floating-point numbers internally. You can readily use floating-point numbers in Python without understanding them to this level, so don't worry if this seems overly complicated. The information is presented here in case you are curious.

Almost all platforms represent Python float values as 64-bit "double-precision" values, according to the IEEE 754 standard. In that case, the maximum value a floating-point number can have is approximately 1.8×10^{308}. Python will indicate a number greater than that by the string inf:

```
>>> 1.79e308
1.79e+308
>>> 1.8e308
inf
```

Complex Numbers

Complex numbers are specified as <real part>+<imaginary part>j. For example:

```
>>> 2+3j
(2+3j)
>>> type(2+3j)
<class 'complex'>
```

Strings

Strings are sequences of character data. The string type in Python is called str.

String literals may be delimited using either single or double quotes. All the characters between the opening delimiter and matching closing delimiter are part of the string:

```
>>> print("I am a string.")
I am a string.
>>> type("I am a string.")
<class 'str'>

>>> print('I am too.')
I am too.
>>> type('I am too.')
<class 'str'>
```