**DAILY ASSESSMENT FORMAT**

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| **Date:** | **21-May-2020** | **Name:** | **Raziya Banu** |
| **Course:** | **TCS iON** | **USN:** | **4AL16EC058** |
| **Topic:** | **corporate telephone etiquette, Understand Accounting Fundamentals,Fundamental skills** | **Semester & Section:** | **8th sem & ‘B’ section** |
| **Github Repository:** |  |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Report –**  In my first session today I have studied about the corporate telephone etiquette, Understand Accounting Fundamentals, Fundamental skills.  **corporate telephone etiquette :**  The five guidelines for corporate telephone etiquette.   1. **Tone of Voice** 2. When speaking on the phone, your tone of voice sets your conversation partner’s first impression of you. During business phone calls, your goal is to come across as enthusiastic, yet serious. Try smiling while you speak – you’ll sound friendly and approachable. 3. **Informative Greetings** 4. When the telephone rings at your desk, pick it up promptly and greet the caller with information about who you are and what you do. Consider answering with something along the lines of, “Hello, [your first and last name] with [your company and department] speaking.” If you’re in the transition process, or if you provide your cell phone number to business partners, consider answering your cell phone with a professional and informative greeting when an unsaved number calls: “Hello, Sarah Silvers speaking.” 5. **Technological Competence** 6. When we speak of technological competence, Millennials are often quite adept. However, a 22 year old at their first office job with their own desk telephone might be unfamiliar with important features. Crucial features include how to transfer a call, place a call on hold, and retrieve a voicemail message. Before you find yourself in any of these situations, ask for training on these functions. Ask before it’s too late. These questions are welcome during your first week; however, asking two months into the job hurts your reputation. 7. **Give Your** 8. Full Attention A productive phone conversation requires concentration. Millennials are the generation of multitaskers, so resist the urge to type that concluding sentence on your post or scan a new email while you’re speaking on the phone. When you’re distracted, you can’t truly listen to the person on the call. Listen actively and avoid interrupting your colleague. 9. **Graceful Goodbyes** 10. When you’re not used to speaking on the phone, the “goodbye” part seems daunting or awkward. Follow the suggestions of the experts; thank your colleague for their time, smile, and conclude with, “Thank you for your time. Bye for now.” Or try, “It was a pleasure to visit with you. Let me know if I can answer more questions. Goodbye.” Invite them to call if they need anything else.   Telephone conversation aptitude is an important professional skill. You’re likely to gain more intelligence from a phone conversation than an email, especially if you need a favor or are trying to make a new contact. A voice humanizes all of us, and a phone conversation is much more difficult to ignore than an email. So, use the office telephone as an asset. Our best advice for Millennials on December 18 is to refrain from participating in National Answer the Phone Like Buddy the Elf Day, especially if it’s your boss calling.  **Understand Accounting Fundamentals:**    The basic accounting equation is the foundation of all basic accounting concepts.  The financial position of all companies both large and small is measured by the following equation:  For sole proprietorships: **Assets =**[Liabilities](https://basicaccountinghelp.com/what-is-a-liability-in-accounting/)**+**[Owner’s Equity](https://basicaccountinghelp.com/what-is-owners-equity/)  For corporations: **Assets =**[Liabilities](https://basicaccountinghelp.com/what-is-a-liability-in-accounting/)**+ Stockholders’ Equity**   * Assets are what a company **owns** * Liabilities are what a company **owes** * Owner’s Equity or Stockholder’s Equity is the **difference between assets and liabilities**.   **Fundamental skills:**  Whether you're are a new graduate trying to figure out how to get a leg up in your career, or you're a mid-career professional looking to secure your next promotion, you might be wondering what are the most important skills you need to help you get where you want to go. While it's, of course, important to develop your industry-specific hard skills, what's just as critical to your success are your soft skills. Soft skills are how you function in the workplace and interact with others. And while they're not easily taught in a classroom or measured, they are key skills that we all need to have. Additionally, in our more globalized, fast-changing work environment, there is now a premium on the kinds of soft skills that allow you to keep pace with the [future of work](https://www.oecd.org/employment/Employment-Outlook-2019-Highlight-EN.pdf). So, if you’re looking to accelerate your career, here are the 12 soft skills that you need to succeed.  **1.     Learnability**  We’ll begin with learnability because it is arguably the [most important](https://www.weforum.org/agenda/2016/08/this-little-known-skill-will-save-your-job-and-your-company/) 21st-century skill you will need to succeed. Alvin Toffler said, "The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn." That's because, in an environment where new skills emerge as fast as others fade, success is less about what you already know and more about adapting your skills by growing and expanding your knowledge base, so you can use new information and skills to respond to whatever is happening.  **2.     Resilience**  Setbacks and failures are a part of life, but how you choose to deal with those roadblocks is what is critical to your success. Resilience is the ability to bounce back in the face of obstacles and failures. When you are resilient, you don't focus on the ups and downs. Instead, you stay focused on your long-term goals, and you never lose confidence in your ability to prevail. By helping you face challenges and difficulties, resilience also enables you to handle stress more positively. |

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| **Date:** | **21-May-2020** | **Name:** | **Raziya Banu** | |
| **Course:** | **Udemy** | **USN:** | **4AL16EC058** | |
| **Topic:** | **Python Built in Function** | **Semester & Section:** | **8th sem & ‘B’ section** | |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session** | | | |
| In my second session today I have studied about the built in functions of python.  **Built in Functions:**  The Python interpreter has a number of functions and types built into it that are always available. They are listed here in alphabetical order.  **abs**(x)  Return the absolute value of a number. The argument may be an integer or a floating point number. If the argument is a complex number, its magnitude is returned.  **any**(iterable)  Return True if any element of the iterable is true. If the iterable is empty, return False.  **ascii**(object)  As [repr()](https://docs.python.org/3.3/library/functions.html" \l "repr" \o "repr), return a string containing a printable representation of an object, but escape the non-ASCII characters in the string returned by [repr()](https://docs.python.org/3.3/library/functions.html" \l "repr" \o "repr) using \x, \u or \U escapes. This generates a string similar to that returned by [repr()](https://docs.python.org/3.3/library/functions.html" \l "repr" \o "repr) in Python 2.  **bin**(x)  Convert an integer number to a binary string. The result is a valid Python expression. If x is not a Python [int](https://docs.python.org/3.3/library/functions.html" \l "int" \o "int) object, it has to define an [\_\_index\_\_ ()](https://docs.python.org/3.3/reference/datamodel.html#object.__index__) method that returns an integer.  **bool**([x])  Convert a value to a Boolean, using the standard [truth testing procedure](https://docs.python.org/3.3/library/stdtypes.html#truth). If x is false or omitted, this returns False; otherwise it returns True. [bool](https://docs.python.org/3.3/library/functions.html#bool) is also a class, which is a subclass of [int](https://docs.python.org/3.3/library/functions.html" \l "int" \o "int) (see [Numeric Types — int, float, complex](https://docs.python.org/3.3/library/stdtypes.html#typesnumeric)). Class [bool](https://docs.python.org/3.3/library/functions.html#bool) cannot be subclassed further. Its only instances are False and True (see [Boolean Values](https://docs.python.org/3.3/library/stdtypes.html#bltin-boolean-values)).  **bytearray**([source[, encoding[, errors]]])  Return a new array of bytes. The [bytearray](https://docs.python.org/3.3/library/functions.html" \l "bytearray" \o "bytearray) type is a mutable sequence of integers in the range 0 <= x < 256. It has most of the usual methods of mutable sequences, described in [Mutable Sequence Types](https://docs.python.org/3.3/library/stdtypes.html#typesseq-mutable), as well as most methods that the [bytes](https://docs.python.org/3.3/library/functions.html#bytes) type has, see [Bytes and Bytearray Operations](https://docs.python.org/3.3/library/stdtypes.html#bytes-methods).  The optional source parameter can be used to initialize the array in a few different ways:   * If it is a string, you must also give the encoding (and optionally, errors) parameters; [bytearray()](https://docs.python.org/3.3/library/functions.html" \l "bytearray" \o "bytearray) then converts the string to bytes using [str.encode()](https://docs.python.org/3.3/library/stdtypes.html" \l "str.encode" \o "str.encode). * If it is an integer, the array will have that size and will be initialized with null bytes. * If it is an object conforming to the buffer interface, a read-only buffer of the object will be used to initialize the bytes array. * If it is an iterable, it must be an iterable of integers in the range 0 <= x < 256, which are used as the initial contents of the array. | | | |