

## DAILY ASSESSMENT FORMAT

|                                    |                                                                                      |                                    |                    |
|------------------------------------|--------------------------------------------------------------------------------------|------------------------------------|--------------------|
| <b>Date:</b>                       | 20/05/2020                                                                           | <b>Name:</b>                       | Roshni A B         |
| <b>Course:</b>                     | TCS ION                                                                              | <b>USN:</b>                        | 4AL17EC080         |
| <b>Topic:</b>                      | 1.Ace Corporate Interview<br>2.Learn Corporate Etiquette<br>3.Write Effective Emails | <b>Semester<br/>&amp; Section:</b> | 6 th sem B section |
| <b>Github<br/>Repository<br/>:</b> | Roshni_online                                                                        |                                    |                    |

### FORENOON SESSION DETAILS

Image of session



**Report :**

### **1. Ace Corporate Interview :**

#### **◆ What is an Interview?**

Interview is a widely used process of screening application for jobs. According to Gary Dessler, "An interview is a procedure designed to obtain information from a person's oral response to oral inquiries."

According to Bovee and Thill, "An interview is any planned conversation with a

**specific**

**purpose involving two or more people.**

❖ **Negotiation Skills :**

**The main purpose of negotiating is to get closer to your objectives. As people say, "Negotiation is all about a win-win situation."**

❖ **The importance of an interview.**

❖ **The skills and expertise an interview requires.**

❖ **The engagement rules of a face-to-face interview.**

❖ **To answer the interview question effectively.**

❖ **The Do's and Don'ts of an effective interview.**

❖ **To develop a good opening and closing interview strategy.**

❖ **To recognize your strengths weaknesses.**

❖ **To gather general information about the organization that has called you for an interview.**

**2. Learn Corporate Etiquette:**

❖ **What is Business Etiquette ?**

**Business etiquette can be defined as all the rules that one has to follow when in a business environment.**

❖ **Basic Rules-**

- o **Greeting**
- o **Business Cards**
- o **Space**
- o **Introductions**

- o In a meeting
- o Language
- o Personal Details
- o Personal Hygiene
- o At the Cafeteria
- o Dressing

❖ Cubicle Etiquette:

❖ Internet Etiquette:

❖ Meeting Etiquette:

❖ Business Etiquette is essential to build healthy professional relationships.

❖ Basic rules should be followed irrespective of your position.

❖ Courtesies should be followed at the door and elevator.

### 3. Write Effective Emails:

❖ What is an Email?

Email is the short form for Electronic Mail. It is the information sent electronically between two or more people over a network. It involves a sender and receiver.

❖ To write an email using the structure of an Email.

❖ To write an effective subject line and text.

❖ To use correct spellings and grammar.

❖ The Do's and Don'ts of Email Writing.

❖ To follow your company's Email policy.

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| <b>Date:</b>              | 20/05/2020                                                | <b>Name:</b>                   | Roshni A B         |
| <b>Course:</b>            | PYTHON                                                    | <b>USN:</b>                    | 4AL17EC080         |
| <b>Topic:</b>             | 1.Application 1 : Build an Interactive English Dictionary | <b>Semester &amp; Section:</b> | 6 th sem A section |
| <b>Github Repository:</b> | Roshni_online                                             |                                |                    |

| AFTERNOON SESSION DETAILS |  |
|---------------------------|--|
| <b>Image of session</b>   |  |



## **Report :**

### **1. Application 1 : Build an Interactive English Dictionary:**

- ❖ **How the output look like when we want the meaning of a word in python dictionary teaching.**
- ❖ **Interfacing the data is just like a python dictionary**
- ❖ **How to load the data to the python dictionary.**
- ❖ **How to returning the definition of word using python program.**
- ❖ **How to do best matches out of a list of words in a sequence or in the list of keys.**
- ❖ **Program returns the definition of acronyms by astering the program.**

