DAILY ASSESSMENT FORMAT

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

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Report:

1. Ace Corporate Interview:

information

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 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:

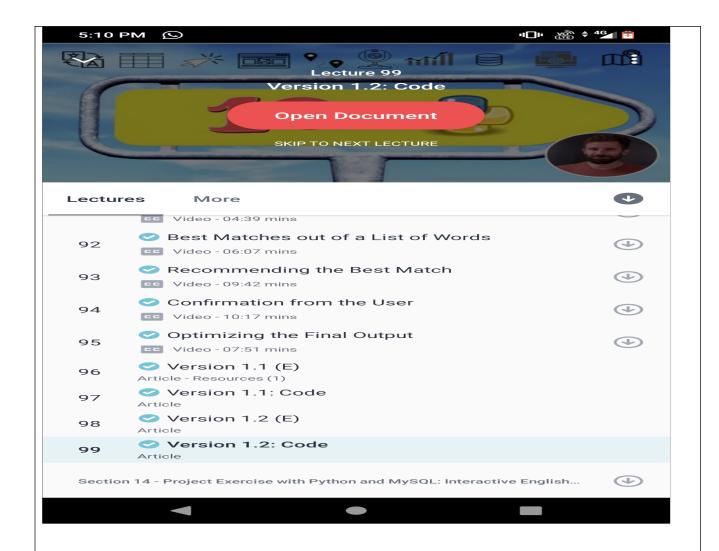
♦ What is an Email?

Email is the short from 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.

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

	AFTERNOON SESSION DETAILS	
Image of session		



Report :	
1. A	pplication 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.

