DAILY ASSESSMENT FORMAT

Date:	20/05/2020	Name:	Sachin Krishna Moger
Course:	**TCS ION Career Edge - Knockdown the Lockdown**	USN:	**4AL17EC103**
Topic:	1. *Ace Corporate Interviews* 2. *Learn Corporate Etiquette* 3. *Write Effective Emails*	Semester & Section:	6-B
Github Repository:	**Sachin-Courses**		

FORENOON SESSION DETAILS
Image of session

1. *Ace Corporate Interviews*

interview is a skill which requires practice and preparation

Course Content:
1. Interview process before the interview
2. Interview process during the interview
3. Interview process after the interview
4. FAQ's during an interview

Objectives:
- preparation you'd need to do before interview.
- Handling interviewer's questions and communication strengths.
- develop good opening and closing interview strategy

Preparing for effective interview:
- researching of organization
- updating of resume
- preparing a list of recently asked question's
- understanding the venue details

2.Learn Corporate Etiquette
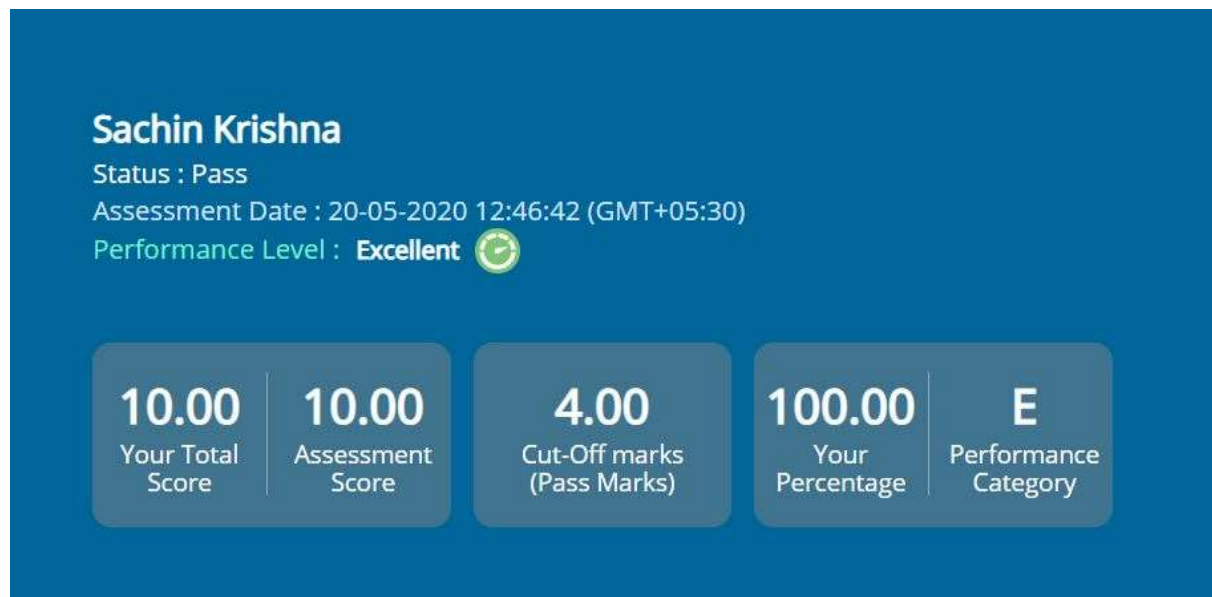
Course Content:
2. What is etiquette?
3. Basic rules of corporate etiquette
4. Dressing in business
5. Cubicle etiquette
6. Internet etiquette
7. Meeting etiquette
8. Courtesies at the door and elevator

Objectives:
- basic rules to be followed in business environment
- importance of business dressing
- importance of cubicle etiquette

3.Write effective emails

Sachin Krishna
Status : Pass
Assessment Date : 20-05-2020 13:48:23 (GMT+05:30)
Performance Level : **High**

| 9.00 Your Total Score | 10.00 Assessment Score | 4.00 Cut-Off marks (Pass Marks) | 90.00 Your Percentage | H Performance Category |

Course Content:

1. Format of an email
2. Do's and Don'ts of email writing
3. Case study