DAILY ASSESSMENT DAY 3

Date:	20/5/2020	Name:	SAFIYA BANU
Course:	TCSiON	USN:	4AL16EC061
Topic:	ACE corporate interviews Learn Corporate Etiquette Writing an effective e-mail	Semester & Section:	8th , B
Github Repository:	Safiya-Courses		

FORENOON SESSION DETAILS
Image of session

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rning Outcomes

SAFIYA

Career Edge - Knockdown the Lockdown : Batch 01

66.07%

Learn Corporate Etiquette ...

Total Marks	Pass Marks	Attempts Taken	Duration	Start Time	View Assessment Analysis	Already cleared assessment.
10.0	4.0	01	10 Mins	18 May 2020 12:00 AM TO 17 Jul 2020 12:00 AM	At the End of Assessment	

My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
20 May 2020 12:53 PM	0:3:25 Hrs(12:56 PM)	7.0/10.0	Pass	View Result

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rning Outcomes

SAFIYA

Career Edge - Knockdown the Lockdown : Batch 01

75%

Write an Effective Email ...

Total Marks	Pass Marks	Attempts Taken	Duration	Start Time	View Assessment Analysis	Already cleared assessment.
10.0	4.0	01	10 Mins	18 May 2020 12:00 AM TO 17 Jul 2020 12:00 AM	At the End of Assessment	

My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
20 May 2020 01:42 PM	0:3:8 Hrs(01:45 PM)	8.0/10.0	Pass	View Result

① ACE Corporate interviews

Interview is widely used process of screening applicant for jobs.

Preparation for Job interview

Initial preparation requires a thorough investigate skills accomplishments expertise & your interest.

4 s, prepare, Practice, Present & participate.

→ updating resume
→ Researching organisation.

Negotiation Skills

The main purpose of negotiating is to get closer to your objectives.

Mention projects & assignments.

Be genuine & accurate'

② Learn Corporate Etiquette

Business Etiquette

Define as rules that one has to follow when a business environment

greeting, Business cards., space, Language

Volume of your voice,
Personal details.

Internet Etiquette.

Meeting Etiquette
Courtesies at the Door

Business Etiquette is essential to build
healthy professional.

ⓘ Write Effective Email

What is E-mail
Short form for Electronic mail.

Why?
It a record of communication b/w people.
Structure of Email.
Tone & voice while typing a Email.

Summary.

→ To write an email with correct structure

→ Use appropriate Respond to email promptly.

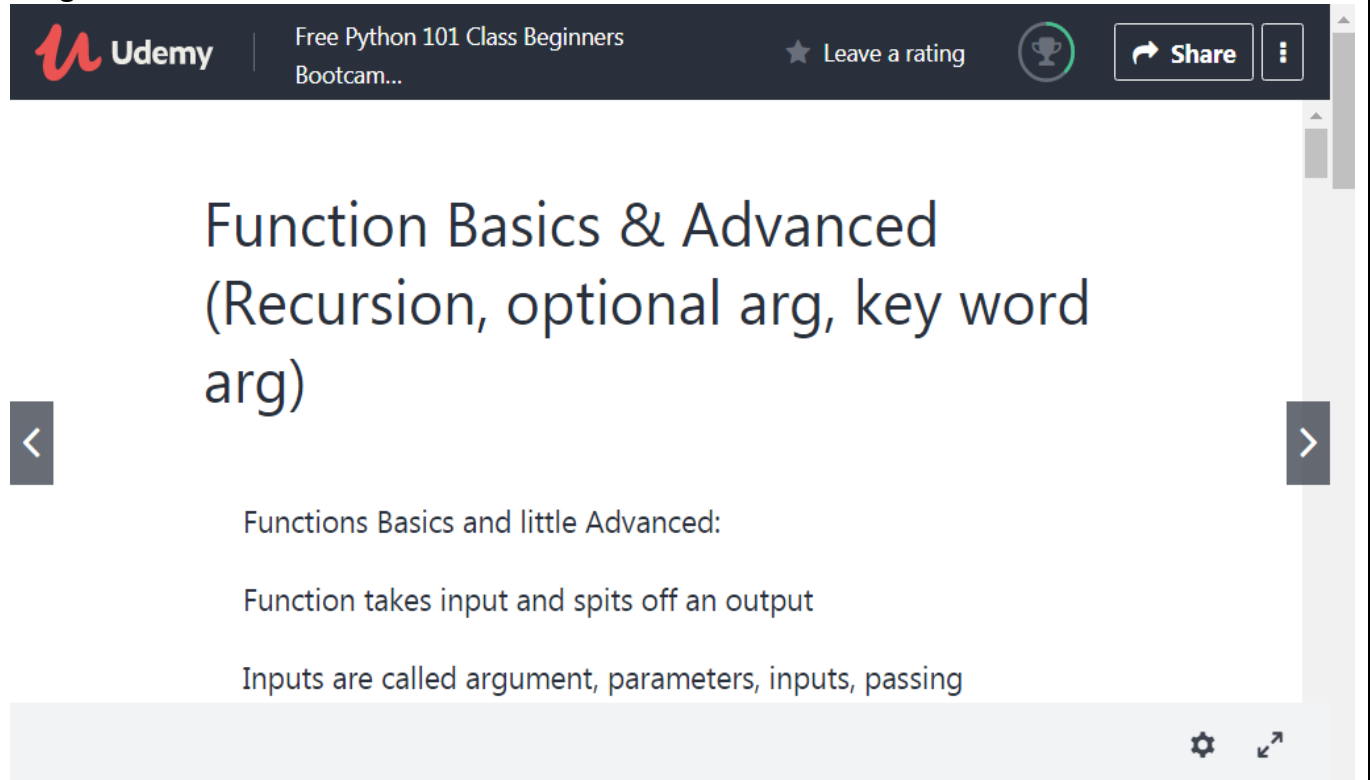| Date: | 20/5/2020 | Name : SAFIYA |
Cours:	PYTHON	USN:4al16ec1
Topic:	Function Basics & Advanced (Recursion, optional arg, key word arg)	Semester & Section: 8th B

AFTERNOON SESSION DETAILS
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Function Basics & Advanced (Recursion, optional arg, key word arg)

Functions Basics and little Advanced:

Function takes input and spits off an output

Inputs are called argument, parameters, inputs, passing values/reference.

These functions dont return anything

write a simple code you convert it into functions.

```python
def print_two(arg1, arg2):

    print(f"arg1: {arg1}, arg2: {arg2}")

# this just takes one argument
def print_one(arg1):
    print(f"arg1: {arg1}")

# this one takes no arguments
def print_none():
    print("I got nothing' to return.")

print_two("S", "J")

print_one("S!")

    print_none()
```

Lambda function- create functions on the fly in python in minimal code.

 Only JS allows you to the same and now scala.

```python
def short_function(x):
    return x * 2

f = lambda x: x * 2

f(6)

short_function(6)
```

Passing function as a argument

```python
def apply_to_list(some_list, short_function):
    return [short_function(x) for x in some_list]

apply_to_list([1,2,3],short_function )
```

```python
ints = [4, 0, 1, 5, 6]
apply_to_list(ints, lambda x: x * 2)
```

Difference between printing and returning.

```python
def joshif(x, y, z):
    print("function ran - message from inside of function")


    print ("end of the function")
    return (x + y) * z
```

Optional argument with if else:

```python
def add_and_maybe_multiply(a, b, c=None):
    result = a + b

    if c is not None:
        result = result * c

    return result
```

Little Advanced Functions

```python
def changeme( mylist ):
    "This changes a passed list into this function"
    mylist.append([1,2,3,4]);
    print ("Values inside the function: ", mylist)
    return

# Now you can call changeme function
mylist = [10,20,30];
changeme( mylist );
print ("Values outside the function: ", mylist)
```

Another **args

```python
def f(**args):
    for k,v in args.items():
            print(k,v)
```

```
f(de="German",en="English",fr="French")
```