

## DAILY ASSESSMENT DAY 4

<b>Date:</b>	<b>21/5/2020</b>	<b>Name:</b>	<b>SAFIYA BANU</b>
<b>Course:</b>	<b>TCSiON</b>	<b>USN:</b>	<b>4AL16EC061</b>
<b>Topic:</b>	Learn corporate telephone etiquette Understand accounting fundamentals Gain foundations skills in IT	<b>Semester &amp; Section:</b>	8 <sup>th</sup> , B
<b>Github Repository:</b>	Safiya-Courses		

### FORENOON SESSION DETAILS

Image of session

The screenshot shows the TCSiON Digital Learning interface. The header includes the TCSiON logo and the text 'Digital Learning Empowering Learning Outcomes'. The user's name 'SAFIYA' is visible in the top right corner. The main content area is titled 'Career Edge - Knockdown the Lockdown : Batch 01' and 'Learn Corporate Telephone Etiquette'. A progress bar shows 83.93% completion. The assessment details table is as follows:

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	

Below the assessment details is a section titled 'My Attempts' with a table showing the attempt history:

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
21 May 2020 10:40 AM	0:2:35 Hrs(10:43 AM)	9.0/10.0	Pass	<a href="#">View Result</a>

Day 4.

SATIYA BANU  
HALGECOL  
8th, B.

## Learn Corporate Telephone Etiquette.

### Situational Activity 1.

How to create first impression.

- Be Alert, → Be Pleasant → Be Natural,
- Be Distinctive.

Phrases for Making phone calls.

▶ Introductory Phrases.

▶ Dealing with Connection Errors

▶ Closing the call

▶ Taking Messages.

### Voice mail Etiquette

Voice mails are digital recordings of incoming & outgoing voice messages.

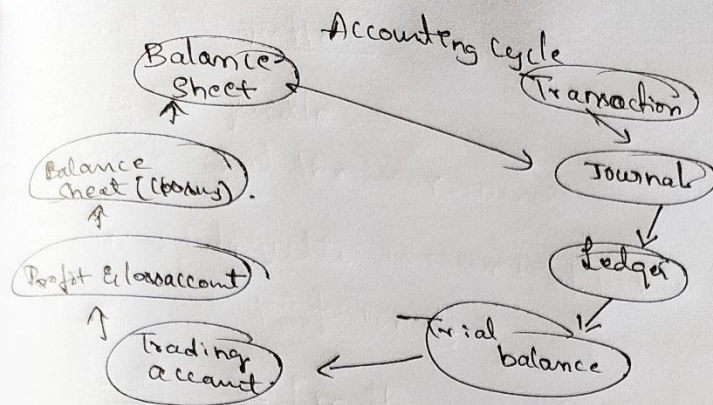
### Summary

- Engage in positive conversation.
- Always keep a smile in your tone/voice.
- Never sound harsh & uninterested.
- Never chewing gum.

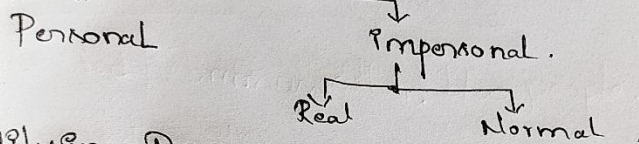
## Understanding Accounting Fundamentals

Accounting is a system which collects & processes financial information of a business.





### Double Entry System of Accounting Accounts.



### Modifying Principles

Cost benefit principle, Materiality principle,

### Final Accounts

It shows the profitability & financial soundness of the business.

Gain foundation is IT Skills in IT

What to do Recruiters Expect.

Be Expertise, Basic IT skills, Delight factor

Pointers,



REDMI NOTE 8  
AI QUAD CAMERA

Date: 21/5/2020

Name : SAFIYA

Cours: PYTHON

USN:4al16ec1

Topic: Boundaries of loops, if else, functions in Python

Semester & Section:  
8<sup>th</sup> B

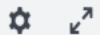
#### AFTERNOON SESSION DETAILS

Image of session

## If Else or just if?

If else is common in all languages so Python is the best to learn it!

What if you don't understand Python coding will you give try - if you understand else?



# Boundaries of loops, if else, functions in Python

## If Else or just if

If else is common in all languages so Python is the best to learn it.

## use elif and not elseif to keep your life easy in typing

```
python = 20
anaconda = 30
rattlesnake = 15

if python < anaconda:
    print("Too many anaconda! The world is doomed!")

if python > rattlesnake:
    print("Not many cats! The world is saved!")

if rattlesnake < rattlesnake:
    print("The world is drooled on!")
```

## if should come with else

```
python = 30
anaconda = 40
rattlesnake = 15

if anaconda > python:
    print("We should take the anaconda.")
elif anaconda < python:
    print("We should not take the python.")
else:
    print("We can't decide.")
```

## List, Tuples (Non Mutable) & Dictionary (Key Value Pair)

### How to store list of elements

```
a_list = ['foo', 2, [4, 5]]
a_list[2] = (3, 4)
a_list
```

# What is twin and copy?

```
a = [1, 2, 3]
b=a.copy()
```

```
a.append(4)
b
```

```
def isiterable(obj):
    try:
        iter(obj)
        return True
    except TypeError: # not iterable
        return False
```

```
isiterable('a string')
```

```
isiterable([1, 2, 3])
```

```
iter(5)
```

# Key Value Pairing - Dict

Two dictionaries and play with the two dictionaries. Looping through the key value pairs.

Value from key is simple just write a square bracket.

```
print(list(cities.keys())[list(cities.values()).index('New York')])
```

```
list( cities.values()).index('New York')
```

