**DAILY ASSESSMENT FORMAT**

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| **Date:** | **20-May-2020** | **Name:** | **SHASHANK S P** |
| **Course:** | **TCS ion soft skills** | **USN:** | **4AL18EC048** |
| **Topic:** | 1. **Ace corporate interviews** 2. **Learn corporate etiquette** 3. **Write effective E-mails** | **Semester & Section:** | **4th SEM & ‘A’ SEC** |
| **Github Repository:** | **shashank -sp** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Report – Report can be typed or hand written for up to two pages.**  **Unit - 1 : Ace corporate interviews:**   * Importance of an interview. * Dos before an interview. * Donts before an interview. * Men and women interview attire. * Dos during an interview (the kind of responses, body language, the way we carry ourselves. * Don'ts during an interview. * Negotiation skills, what is a negotiation, and how does a negotiation go. * Answering FAQs in interview.   **Unit - 2 : Learn buisness etiquettes:**   * What is buisness etiquette? * Some important basic rules * Internet etiquettes * Cubicle etiquettes * Meeting etiquettes   **Unit - 3 : Write effective E-mail:**   * Structure of email * Effective subject line and text * Do’s and Don’ts of email writing * Utilize a few opening and closing phrases * Responding to email properly. |

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| **Date:** | **20-May-2020** | **Name:** | **SHASHANK S P** | |
| **Course:** | **Python by Udemy** | **USN:** | **4al18ec048** | |
| **Topic:** | **Lists,**  **indexing lists,strings and dictionaries.** | **Semester & Section:** | **4th SEM & ‘A’ sec** | |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session** | | | |
| **Report – Report can be typed or hand written for up to two pages.**   1. **More operations on lists : Appending, removing items from a list.** 2. **Getting item of a list by entering its index.** 3. **Getting the index of a given item of a list.** 4. **Getting portion of a list, by their indexes.** 5. **Negetive indexing in Python, and its convenience.** 6. **Indexing system in strings.** 7. **Accessing items in a dictionary based on indexing.** | | | |