**DAILY ASSESSMENT 3**

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| **Date:** | 20-05-2020 | **Name:** | Sheela Golasangi |
| **Course:** | **TCS ION** | **USN:** | 4AL16EC068 |
| **Topic:** | 1.Ace Corporate Interviews  2.Learn Corporate Etiquette  3.Write Effective Emails | **Semester & Section:** | VIII  ‘B’ |
| **Github Repository:** | Sheela Golasangi |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session**  **C:\Users\india\Pictures\Screenshots\Screenshot (80).png C:\Users\india\Pictures\Screenshots\Screenshot (118).png C:\Users\india\Pictures\Screenshots\Screenshot (138).png** |
| **REPORT**  The module gave the short data on the Ace corporate interviews, Learn corporate etiquette and writing of effective emails. Here, we learned what is interviews, what we have to do before the interview, during the interview (Do’s and Don’ts of interview) and after the interview, power dressing, and face to face question and answer. Studied about the business etiquette is essential to build healthy professional relationships and basic rules should be followed irrespective of your position. Email writing is very important for corporate workers and also responding to emails. While writing an email focus on the subject, regards, and cc for whom before sending a mail and also grammar check once before sending a mail. This gives us to understanding of the corporate etiquettes.  **1.Understand how to Ace Corporate Interviews** What is interview? An interview is a procedure designed to obtain information from a person oral response to oral inquiries. Before the interview  * + Every interview is an experience of learning which takes place during the preparation. It is useful for the interview you are appearing.   + The initial preparation requires a thorough investigation of skills, accomplishments, expertise and your interest.   + The interview preparation includes 4Ps: prepare, practice, present and participate.  Preparation for a job interview  * + A good assessment of yourself.   + Researching the organization.   + Updating your resume.   + Understanding the venue details.  Negotiation skills The main purpose of negotiating is to get closer to your objective.   * **Techniques required to be a good negotiator** * Do not stick to a specific point of negotiation. * Follow different styles and mannerisms to negotiate. * Be comfortable in whatever style you choose.  Tell me about yourself  * Be brief while responding. * Show your interest in joining. * Talk about your strengths and the skills that you have to offer to them. * A brief on your career objectives should be given. * **What are your strengths and weaknesses?**   **Strengths**   * Be genuine. * Be accurate. * Be brief and concise. * Your responses should be relevant to the job. * Demonstrate with example.   **weaknesses**   * Make your response skill related. * Make a weakness appear to be strength. * Describe it as an action that needs to improve.   After this we get a question like what are your achievements, what you know about organization and also where you see yourself in after 5 years etc. 2. Learn corporate EtiquetteBusiness etiquette It is defined as all the rules that one has to follow when in a business environment. Basic rules:  * + Greeting- greets everyone when you enter the office.   + Business cards- provide your business cards.   + Courtesies –space.   + Personal details.   + Personal hygiene.   There are three etiquettes   1. Cubical etiquette 2. Internet etiquette 3. Meeting etiquette   **4.Write Effective Emails**  As we all know the email writing is very important in corporate it is all depend on how we write the email. The importance things we should know while writing the email. The tone will in formal or a normal we have to write the email in formal way it shows our professional and after the regards finally in the sign we have write name, name of the organization, and website of the organization. |