DAILY ASSESSMENT FORMAT

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| Date: | 20/05/2020 | Name: | Shilpa N |
| Course: | TCS ion | USN: | 4AL16EC071 |
| Topic: | |  | | --- | | Learn Corporate Telephone Etiquette | | Understand Accounting Fundamentals | | Gain Foundational Skills in IT | | Semester & Section: | 8 “B” |
| Github Repository: | Shilpan-test |  |  |

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| FORENOON SESSION DETAILS |
| Image of session |
| Report – Report can be typed or hand written for up to two pages.  **ACE OF CORPORATE**  The course gave the insight about how to attend interview the DO’s and DONT’s. After understanding the course, one should be aware of importance of an interview, the skills and expertise an interview requires. Every interview is an experience of learning and practice. To attend an interview certain preparation should be carried it includes prepare, practice, present and participate. A common preparation for an effective interview includes assessment, research of organisation, updating resume, list of commonly asked questions. The things done before attending interview includes take care of personal grooming, reaching the venue 10-15 minutes early. The things to be avoided during the interview is never feel nervous, never hold negative thoughts and never show lazy behaviour. The module also gave information about the attire to be followed while attending the interview process. Various, case studies are analyses and how to tackle the situation is explained clearly. During the interview process one should be confident and try to answer all the questions. Before attending any interview, one should know about the organisation and be prepared for the frequently asked question such as tell me about yourself, strengths, weakness, small term goal and long-term goal. The session also briefed about how to answer those question in the interview.  **LEARN CORPORATE ETIQUETTE**  In this module discuss how we can become a better individual at work place. We will learn about the business etiquette and dos and don’ts of the business etiquette. It is the all the rules one has to follow in the business environment it can be done by respecting co-workers and maintaining a pleasant work environment. There are certain courtesies which has to be maintained in business environment. Business card should be used wisely and through this we can establish network. Always we should maintain a arm distance while discussing with others. We should introduce everyone to each other before starting conversation. During meeting or presentation listening to presenter is important and we should avoid using gadgets. Using foul language is not advised and we should use golden words like thank you, please, excuse me. Always maintain a low voice while speaking. Enquiring personal details of someone is not appreciable, some people might get annoyed. Maintain personal hygiene. Don’t interrupt in a midway. State your points in a polite way. Business dressing should be maintained. Cubicle etiquette plays important role. Respect the privacy of your colleagues. Internet etiquette- choose the proper greeting in your mails, reply to the mails, check spelling and grammar before sending it. Don’t be sarcastic in a social network. Don’t spam others email id. Essential to follow some of the rules during meeting is called meeting etiquette. Behaviour in the door and elevator brings a response from your colleague. To build healthy professional environment business etiquette is important.  **WRITE EFFECTIVE EMAILS**  Thesession discusses about the structure, do’s and don’ts of email writing. We will be able to Draft an email using pointer taught in the session. Email is information sent electronic to many people over a network. It is record and can be retrieved at any time. Structure of email is discussed. When to use cc and bcc is taught in the session. Proofread should be done before sending and how it should be done is discussed. Effective opening line gives a lasting impression about the sender. Concluding lines help to make sure the mail is conveyed to the recipient properly. Strong subject line is effectful. Correct email should be provided. Spell check option should be used to avoid error. Reply within reasonable time. Check the compatibility of the format. Size of attachment should be considered. Use appropriate greeting. Send the email only to relevant people. Do take into consideration of varied schedule of the receiver. Don’t gossip using emails. Write an email summarizes using correct structure, effective text, use correct spelling.  **BONUS TUTORIAL**  The meeting was conveyed by MR.Taru Mehta fellow benefactor and CEO, Ather vitality and MR.Sumdarajan Krishanan organizer and CEO, Bluarmor. The meeting began with putting resources into electric bike. Further the host talked about equipment and the sort of motor to be utilized in electric bike thinking about expense as a perspective. What's more, progression in the computerization was spoked. Extraordinary, administrations, for example, gps, voice empowering and trackers would expand the pace of individuals getting it. Because of headway in robotization how the market is extended and business is expanded was talked about. Further, the meeting began investigating flexibly chain of the scoters and furthermore included the difficulties looked by electric bike. Structure venture are developed to pull in the buyers.The have likewise considered the client need in purchasing the bike. |

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| Date: | 20/05/2020 | Name: | Shilpa N | |
| Course: | PYTHON | USN: | 4AL16EC071 | |
| Topic: | Application 1: Build an Interactive English Dictionary | Semester & Section: | 8 “B” | |
| AFTERNOON SESSION DETAILS | | | |
| Application 1: Build an Interactive English dictionary This section starts the real deal, so in this section we're going to develop the first application of the course. Until now we went through the basics of Python. We learnt functions, loops, conditionals, and handling files etc. Now, we're going to practice all those concepts but actually building real programs that can be used by users instead of just looping through trivial strings and numbers and so. And we are you going to build a program which you can give a word, and English word and the program will return the definition of that word in English. using Python 3. App1.py is the script. So, the program asks you to enter a world which you want a definition for. For instance let's say mountain. And so, you get the definition for mountain and in this case, it happens to have two definitions. So, mountain and mountain are a feature of the earth’s surface that rises high above the base. And also, mountain has another meaning which is a great number of large number of things not placed in a pile. Anyway there are words who have only one meaning like mathematics I hope , so you get only one definition for mathematics, but also the program has other features as well such as you know if you put rain with double n, so with an extra n and press Enter the program instead of crashing, it displays a message, it tells you: Did you mean rain instead? So, it's quite an intelligent program that guesses the world that the user may that guess the world that the user may had in mind, may have had in mind when typing the word. So, enter Y if yes if you meant rain, or N if no. And you get the definition for rain which happens to have two definitions. This is the first one. This is the second one. The program also if you enter a very random word that doesn't have any meaning like that you get the message The word doesn't exist. Please double check it. Because you know the program cannot find a similar word to this. It cannot find a word first and also it tries to find a similar word to this one, but it doesn't because I don't think there's a match for this and so it prints out this message and there's also other things like you know if you have mix of letter cases there like uppercase R and A you still get the correct input there.  import Shilpa from difflib import get\_close\_matches    data = Shilpa.load(open("Shilpa"))    def translate(w):  w = w.lower()  if w in data:  return data[w]  elif len(get\_close\_matches(w, data.keys())) > 0:  yn = input("Did you mean %s instead? Enter Y if yes, or N if no: " % get\_close\_matches(w, data.keys())[0])  if yn == "Y":  return data[get\_close\_matches(w, data.keys())[0]]  elif yn == "N":  return "The word doesn't exist. Please double check it."  else: return "We didn't understand your entry."  else: return "The word doesn't exist. Please double check it."    word = input("Enter word: ") output = translate(word) if type(output) == list: for item in output: print(item) else: print(output) | | | |