**DAILY ASSESSMENT FORMAT**

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| **Date:** | **18-05-2020** | **Name:** | **Sudha R Channappagoudar** |
| **Course:** | **Tcs ion** | **USN:** | **4AL18EC053** |
| **Topic:** | **Communicate to express**  **Presentation skills** | **Semester & Section:** | **4th sem A section** |
| **Github Repository:** | **Sudha-53** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Report – Report can be typed or hand written for up to two pages.**  **Communication- Communication is imparting or exchanging of information by speaking, writing,or using other medium.**  **Why should we communicate?**  **1) Give information**  **2) Persuade**  **3) Express need**  **Process of communication**  **Sender,encoder,channel,decoding,receiver,feedback**  **Communication barriers**  **Physical**  **Cultural**  **Gender**  **Psychological**  **Language**  **Perceptual**  **Types of communication**  **Verbal**  **Non verbal**  **Non verbal communication**  **Facial expression**  **Paralanguage**  **Gestures**  **Posture**  **Eye contact**  **Appearance**  **Do**  **Maintain eye contact**  **Dress for the occasion**  **Speak with clarity**  **Right tone of voice**  **Avoid**  **Checking your phone while conversing**  **Dressing shabbily or inappropriately**  **Fumbling**  **Speaking rudely**  **Presentation Skills**  **1) Number of slides**  **Make do with a few slides**  **The more number of slides the more complex it gets and the attention of participants is lost**  **Keep the number of slides to minimum**  **2) Readable font**  **The size and font type should be readable even from the end of the room when rejected**  **Make sure font visible and being able to understand to everyone**  **3) Formal conference**  **If it is large audience and a big place a microphone will be needed**  **Check the working of the microphone**  **4) Knowledge transfer**  **This typically follows a classroom arrangement**  **The size of the audience is small and can be controlled**  **It involves a lecture where most of the communication is done by the presenter**  **Doubts are cleared if any feedback based on the audience you are going to address.** |

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| **Date:** | **18-05-2020** | **Name:** | **Sudha R Channappagoudar** | |
| **Course:** | **Python** | **USN:** | **4AL18EC053** | |
| **Topic:** | **Introduction ,Small program** | **Semester & Section:** | **4th sem A section** | |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session** | | | |
| **Report – Report can be typed or hand written for up to two pages.** | | | |