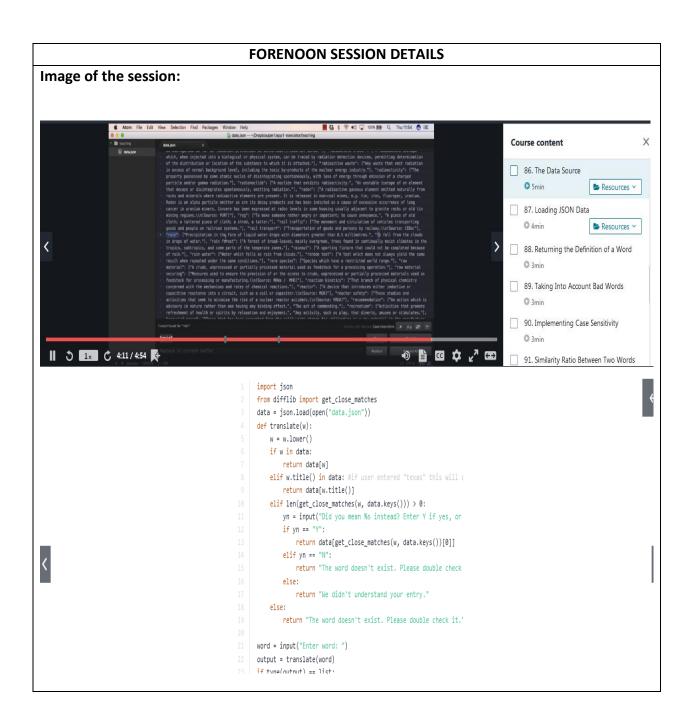
DAILY ASSESSMENT FORMAT

Date:	20/05/20	Name:	Yashaswini R
Course:	Python	USN:	4AL17EC098
Topic:	Application 1: Build an Interactive English Dictionary	Semester & Section:	6 ^{тн} ,В
Github	Yashaswini		
Repository:			

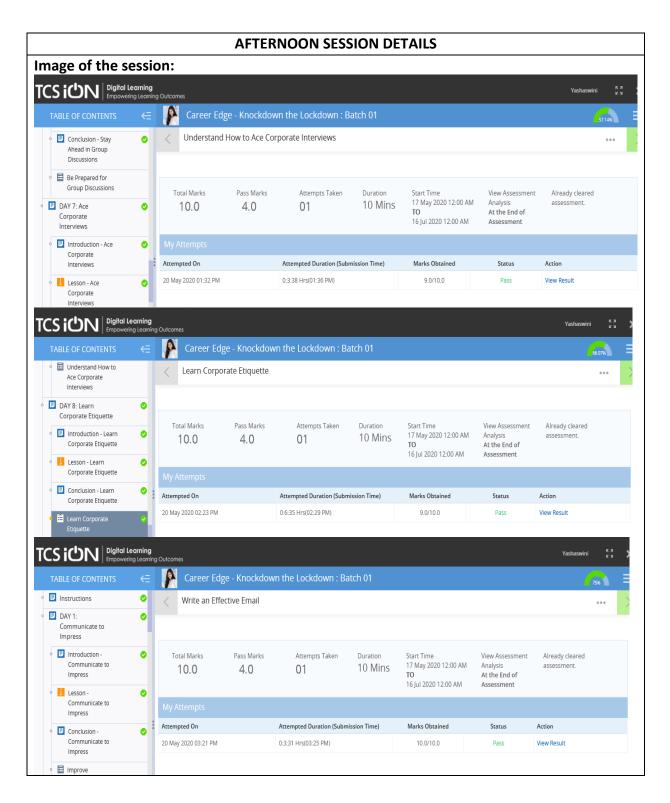


Report

Application 1: Build an interactive English dictionary

- Interactive English dictionary.
- Returning the definition of a word.
- Taking into account bad words.
- Similarity ratio between two words.
- Implementing case sensitivity.
- Recommending the best match.
- Confirmation from the user.
- Version 1.1 (E)
- Version 1.1 code.
- Version 1.2(E).
- Version 1.2 code.

Date:	20/05/20	Name:	Yashaswini R
Course:	TCSiON	USN:	4AL17EC098
Topic:	Ace Corporate Interview, Learn Corporate Etiquette, Write Effective Email	Semester & Section:	6 ^{тн} ,В



Report

1. Ace Corporate Interview

What is an Interview:

- Interview is a widely used process of screening applicants for jobs.
- It provides the most direct information about a candidate, his/her skills, background and personality type.

Preparation for a Job Interview:

- Every interview is an experience of learning which takes place during the preparation.
- The initial preparation requires a thorough investigation of skills, accomplishments, expertise and your interests.
- The interview preparation includes 4 Ps: Prepare Practice, Present and Participate.
- Researching the organization.
- Updating your resume
- Preparing a list of commonly asked questions.

Do's and Don'ts:

Do's:

- Dress appropriately as per the corporate setting.
- Take care of personal grooming and cleanliness.
- Be an attentive listener in order to understand questions.
- Address the interviewer as Sir or Ma'am.
- Be alert and sit straight in your seat.
- Respond to questions warmly and with specific examples.

Don'ts:

- Don't stay up late at night.
- Don't hold negative thoughts of being selected.
- Don't forget to be courteous to everybody.
- Don't sit till you are offered a seat.
- Don't slouch and fidget.
- Don't talk negative about previous employers or managers.
- Don't show lack of interest during interview.

Techniques required to be a good negotiator:

- Put yourself in the other person's shoes and consider how they would react to your proposals.
- Don't stick to a specific point of negotiation.
- Follow different styles and mannerism to negotiate.
- Be calm, relaxed and focused.

Frequently asked questions:

- Tell me something about yourself.
- What are your strengths?
- What are your weaknesses?
- What are your achievements?
- What is your career objective?
- Where do you see yourself five years down the line?

2. Learn Corporate Etiquette

Basic Rules:

- Courtesies- handshake, business cards, space, introduction, language
- Enquiring about someone's personal life may not be appreciated by all.
- Personal hygiene.
- Interrupting a person when they are speaking is considered rude.
- Follow the office dress code.
- Cubicle Etiquette.
- Internet Etiquette.
- Meeting Etiquette.

3. Write Effective Emails

Email is a short form of Electronic Mail sent electronically between two or more people over a network. It involves sender and receiver/s.

Structure of email:

- Address file.
- Subject.
- Salutation.
- Content.
- Complementary closing.
- Signature.

Do's and Don'ts of Email Etiquette:

Do's:

- Use strong subject line.
- Type the correct email.
- Keep your email short.
- Write about only one topic in one email.
- Be polite and courteous in tone.
- Use correct spelling and grammar.

Don'ts:

- Don't use all upper case or all lower case.
- Don't use unnecessary humor.
- Don't use too many short forms, SMS language.

- Don't use on word response.
- Don't call as soon as the message is sent.