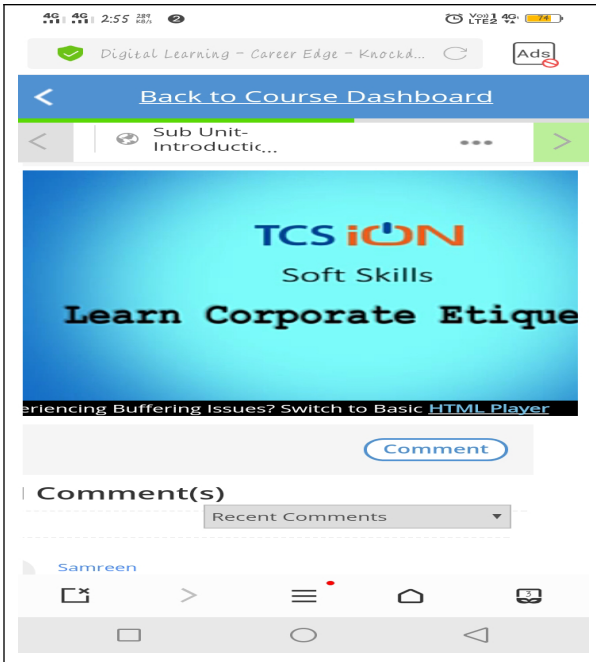
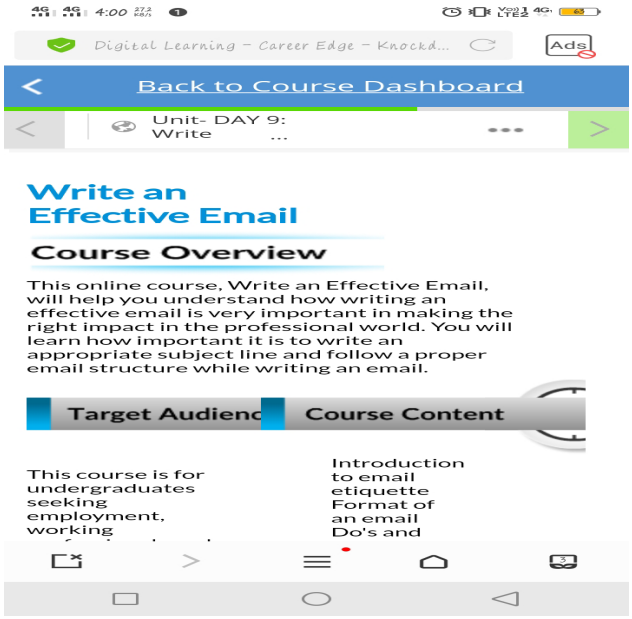
DAY 3 Report

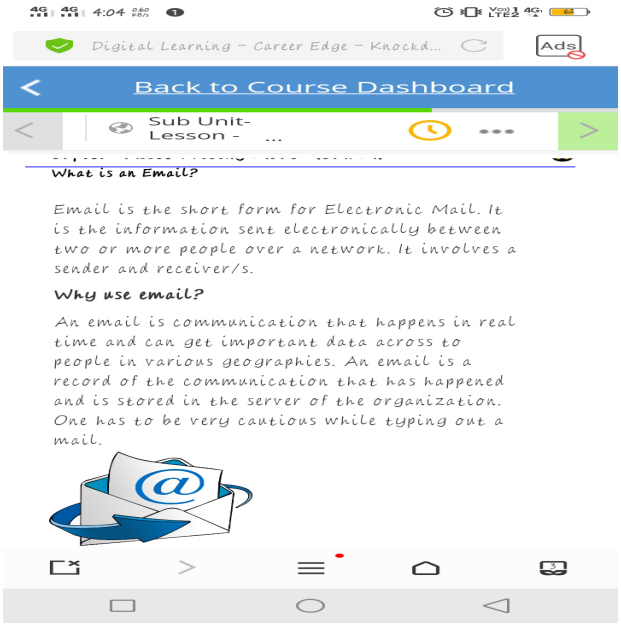
Date:	20/05/20	Name:	Ankitha c c
Course:	Tcs ion	USN:	4al16ec004
Topic:	1.Ace corporate interview 2.Learn corporate etiquette 3.write effective emails	Semester & Section:	8th & a
Github Repository:	ankitha-c-c		

FORENOON SESSION DETAILS

Image of session







Report – Report can be typed or hand written for up to two pages.

1. ACE CORPORATE INTERVIEW

a. What is interview

An interview is the way of face to face conversation between the interviewer and the interviewee, where the interviewer seeks replies from the interviewee for choosing a potential human resource.

Definition of Interview

According to Gary Dessler, "Interview is a selection procedure designed to predict future job performance on the basis of applicants' oral responses to oral inquiries."

The interview is the most critical component of the entire selection process.

It serves as the primary means to collect additional information on an applicant. It serves as the basis for assessing an applicant's job-related knowledge, skills, and abilities. It is designed to decide if an individual should be interviewed further, hired, or eliminated from consideration.

B. Types of Interview

There are several types of the interview;

* Unstructured (Nondirective) Interview.

* Structured (Directive) Interview.

* Situational Interview.

* Behavioral Interview.

* Job-related Interview.

* Stress Interview.

* Panel Interview (Board Interview).

* One-On-One Interview.

* Mass Interview (Group Interview).

* Phone Interview.

C. Do's during interview

Research the company, check out the website, Facebook page, Twitter feed, and other social media before the interview. How does the company present itself, its workplace culture, and its employees? If the dress code appears to be business casual, then break out your slacks and dress shirt. If it's more formal, then dress the part in traditional business attire from head to foot.

D. Dont's during interview

Try not to slouch or cross your arms as questions are asked. Don't fidget. Try to project body language that is positive and indicates interest. The best way to show confidence is by sitting in an "open stance". That's why you shouldn't cross your arms or do anything that makes you seem hesitant or closed-off.

E. Summary about interview process

Interview Summary: Describe how you typically interview a potential candidate. ... This interview is not formal and during this stage of the interview process he is just trying to get to know the candidate and their personality. He wants to know about their interests and see what they're like outside of a business setting.

2. LEARN CORPORATE ETIQUETTE

a. Objective

Network effectively, including making introductions, shaking hands, and using business cards appropriately

Dress appropriately for different business occasions

Feel comfortable when dining in business and formal situations

Feel confident about your business communication in every situation

Develop an extra edge to establishes trust and credibility

B. Business Etiquette Training : Course Overview

You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

1. Business Etiquette Basics

To begin, participants will explore what etiquette is all about and what role manners play.

2. Test Your Business Etiquette

As a pre-assignment, participants were asked come up with at least five examples of etiquette that they see at work or at home. During this session, we will review their examples; be prepared for some debate!

3. The Handshake

During the important first few minutes of a new relationship, a handshake is usually the only physical contact between two people. In this session, we will discuss and demonstrate the five factors of a good handshake.

4. Business Card Etiquette

The exchange of business cards is a common ritual when meeting a new person. We will discuss some things to keep in mind when giving and receiving business cards.

5. The Skill of Making Small Talk

Being able to small-talk successfully is one of the most crucial skills a businessperson can develop, but it's also one of the hardest. We'll discuss some basic do's and don't's of small talk.

6. Do You Remember Names?

There are four keys to remembering names. In this session, we will discuss and practice each of them.

7. Making that Great First Impression

During this session, we will discuss some ways that participants can make sure their first impression is perfect.

8. Dress Code Etiquette

It's always difficult to know just how to dress, particularly if you're meeting new people. We will cover some basic guidelines and the details of particular dress codes.

9. Business Dining Etiquette

This session will focus on the do's and don't's of business lunches. If possible, we recommend that you have participants practice an actual business lunch.

10. E-mail & Telephone Etiquette

How a businessperson presents themselves over the phone and via e-mail is just as important as their in-person impression. We'll discuss some key points of telephone and e-mail manners in both a small group and a large group setting. We'll also talk about thank-you notes.

If you work in a cubicle, follow these seven best practices in order to stay friends with your co-workers:

C. Cubicle etiquette

1. Knock before speaking

It's a simple way to prevent surprising an individual who may be deep in thought and also gives the cube dweller the opportunity to decline a conversation if the timing is inconvenient.

2. Make wise food choices

People react differently to odors – whether it's cologne, cleaning supplies or food – so be sensitive to offensive smells that could come from your lunch, such as tuna fish, broccoli and even popcorn. If you're reheating leftovers that may turn some stomachs, enjoy it in the employee break room instead eating it at your desk.

3. Avoid speaker phones

Speaker phones pick up unintended noises and broadcast beyond the walls of your cubicle, thus interrupting and annoying your co-workers. If you love talking hands-free, use a headset.

D. Internet etiquette

Netiquette is short for "Internet etiquette." Just like etiquette is a code of polite behavior in society, netiquette is a code of good behavior on the Internet. This includes several aspects of the Internet, such as email, social media, online chat, web forums, website comments, multiplayer gaming, and other types of online communication.

While there is no official list of netiquette rules or guidelines, the general idea is to respect others online. Below are ten examples of rules to follow for good netiquette:

Avoid posting inflammatory or offensive comments online (a.k.a flaming).

Respect others' privacy by not sharing personal information, photos, or videos that another person may not want published online.

Never spam others by sending large amounts of unsolicited email.

Show good sportsmanship when playing online games, whether you win or lose.

Don't troll people in web forums or website comments by repeatedly nagging or annoying them.

3. WRITE EFFECTIVE EMAIL

Email is a good way to get your message across when:

You need to get in touch with a person who is hard to reach via telephone, does not come to campus regularly, or is not located in the same part of the country or world (for instance, someone who lives in a different time zone).

The information you want to share is not time-sensitive. The act of sending an email is instantaneous, but that does not mean the writer can expect an instantaneous response. For many people, keeping up with their email correspondence is a

part of their job, and they only do it during regular business hours. Unless your reader has promised otherwise, assume that it may take a few days for them to respond to your message.

You need to send someone an electronic file, such as a document for a course, a spreadsheet full of data, or a rough draft of your paper.

You need to distribute information to a large number of people quickly (for example, a memo that needs to be sent to the entire office staff).

You need a written record of the communication. Saving important emails can be helpful if you need to refer back to what someone said in an earlier message, provide some kind of proof (for example, proof that you have paid for a service or product), or review the content of an important meeting or memo.

B. What is an email

Electronic mail (email or e-mail) is a method of exchanging messages ("mail") between people using electronic devices. Email entered limited use in the 1960s, but users could only send to users of the same computer, and some early email systems required the author and the recipient to both be online simultaneously, similar to instant messaging. Ray Tomlinson is credited as the inventor of email; in 1971, he developed the first system able to send mail between users on different hosts across the ARPANET, using the @ sign to link the user name with a destination server. By the mid-1970s, this was the form recognized as email.

Email operates across computer networks, primarily the Internet. Today's email systems are based on a store-and-forward model. Email servers accept, forward, deliver, and store messages. Neither the users nor their computers are required to be online simultaneously; they need to connect, typically to a mail server or a webmail interface to send or receive messages or download it.

Originally an ASCII text-only communications medium, Internet email was extended by Multipurpose Internet Mail Extensions (MIME) to carry text in other character sets and multimedia content attachments. International email, with internationalized email addresses using UTF-8, is standardized but not widely adopted.

The history of modern Internet email services reaches back to the early ARPANET, with standards for encoding email messages published as early as 1973 (RFC 561). An email message sent in the early 1970s is similar to a basic email sent today.

C. Do's email writing

Most of us have to compete with the hundreds of emails clogging our inbox every day, so the clearer your subject line, the more likely your message will be read. For example, if you're sending a proposal to someone, be specific and write, "The Fitch Proposal Is Attached."

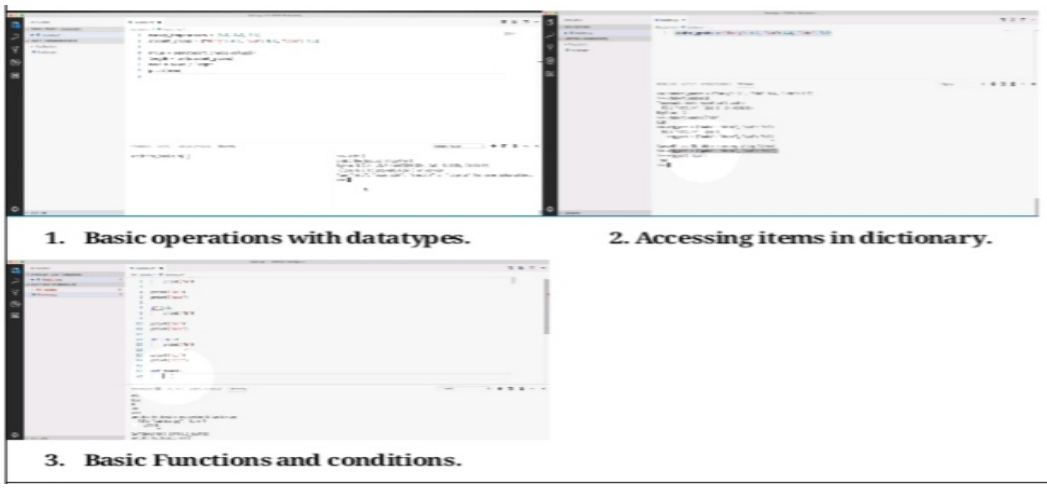
D. Dont's email writing

Humor does not translate well via email. What you think is funny has a good chance of being misinterpreted by the other party, or taken as sarcasm, without the accompanying vocal tone and facial expressions. When in doubt, leave humor out of business communications.

Date:	20/05/20	Name:	Ankitha c c
Course:	Phython	USN:	4al16ec004
Topic:	Introduction, Small basic program and data types.	Semester & Section:	8th & a

AFTERNOON SESSION DETAILS

Image of session



1. Basic operations with datatypes.
2. Accessing items in dictionary.
3. Basic Functions and conditions.

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Lists, strings, and tuples have a positive index system:

["Mon", "Tue", "Wed", "Thu", "Fri", "Sat", "Sun"]

0 1 2 3 4 5 6

And a negative index system:

["Mon", "Tue", "Wed", "Thu", "Fri", "Sat", "Sun"]

-7 -6 -5 -4 -3 -2 -1

In a list, the 2nd, 3rd, and 4th items can be accessed with:

days = ["Mon", "Tue", "Wed", "Thu", "Fri", "Sat", "Sun"]

days[1:4]

Output: ['Tue', 'Wed', 'Thu']

First three items of a list:

days = ["Mon", "Tue", "Wed", "Thu", "Fri", "Sat", "Sun"]

days[:3]

Output:['Mon', 'Tue', 'Wed']

Last three items of a list:

days = ["Mon", "Tue", "Wed", "Thu", "Fri", "Sat", "Sun"]

days[-3:]

Output: ['Fri', 'Sat', 'Sun']

Everything but the last:

days = ["Mon", "Tue", "Wed", "Thu", "Fri", "Sat", "Sun"]

days[:-1]

Output: ['Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat']

Everything but the last two:

days = ["Mon", "Tue", "Wed", "Thu", "Fri", "Sat", "Sun"]

days[:-2]

Output: ['Mon', 'Tue', 'Wed', 'Thu', 'Fri']

A single in a dictionary can be accessed using its key:

phone_numbers = {"John Smith":"+37682929928","Marry Simpons":"+42399820919"}

```
phone_numbers["Marry Simpsons"]
```

Output: '+423998200919'

Define a function:

```
def cube_volume(a):
    return a * a * a
```

Write a conditional block:

```
message = "hello there"

if "hello" in message:
    print("hi")
else:
    print("I don't understand")
```

Write a conditional block of multiple conditions:

```
message = "hello there"

if "hello" in message:
    print("hi")
elif "hi" in message:
    print("hi")
elif "hey" in message:
    print("hi")
else:
    print("I don't understand")
```

Use the and operator to check if both conditions are True at the same time:

```
x = 1
y = 1
if x == 1 and y==1:
    print("Yes")
```

```
else:
  print("No")
```

Output is Yes since both x and y are 1.

Use the or operator to check if at least one condition is True:

```
x = 1
y = 2


if x == 1 or y==2:
  print("Yes")
else:
  print("No")
```

Output is Yes since x is 1.

Check if a value is of a certain type with:

```
isinstance("abc", str)
isinstance([1, 2, 3], list)
```

or

```
type("abc") == str
type([1, 2, 3]) == lst.
```