**DAILY ASSESSMENT FORMAT**

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| **Date:** | **19-05-2020** | **Name:** | **BHOOMIKA HEBBAR** |
| **Course:** | **TCS ION** | **USN:** | **4AL17EC010** |
| **Topic:** | **Ace corporate interviews,corporate etiquette, write effective emails** | **Semester & Section:** | **6th & A** |
| **Github Repository:** | **bhoomika\_python** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Report – Report can be typed or hand written for up to two pages.**  While some job interviewers [take a fairly unusual approach to interview questions](https://www.inc.com/jeff-haden/14-revealing-interview-questions.html), most job interviews involve an exchange of common [interview questions](https://www.inc.com/jessica-stillman/the-2-questions-you-need-to-ask-in-every-job-interview.html) and answers (including some of the [most often-asked behavioral interview questions](https://www.inc.com/jeff-haden/9-most-common-behavioral-interview-questions-and-a.html)). Here are some of the most common [interview questions](https://www.inc.com/geoffrey-james/the-1-smart-question-to-ask-in-every-job-interview.html), along with the best way to answer them.  **Today I have learnt :**  How the interview process goes;   * Importance of interview * The skills and expertise of interview requires * The engagement rules of face to face interview * To answer the questions effectively * Do’s and don’ts of effective interview * Good opening and closing strategy * Gather information about interviewing organization * Knowing strngths and weaknesses * Learn corporate etiquettes * How to write effective mail address   **I learnt that most asked questions in the interview like**   * Tell me about yourself. * What are your strengths? * What are your weaknesses? * Why do you want this job? * Where would you like to be in your career five years from now? * What's your ideal company? * What attracted you to this company? * Why should we hire you?   **Corporate ettiquetes:**  It is essential for every individual to behave in a socially acceptable way.Etiquette refers to good manners which help an individual leave his mark in the society.An individual must know how to behave at the workplace. There is a huge difference between college and professional life. One needs to be disciplined at the workplace.**Corporate Etiquette refers to set of rules an individual must follow while he is at work**. One must respect his organization and maintain the decorum of the place.Corporate Etiquette refers to behaving sensibly and appropriately at the workplace to create an everlasting impression. No one would take you seriously if you do not behave well at the workplace. Remember we can’t behave the same way at work place as we behave at our homes. One needs to be professional and organized.It is important to behave well at the workplace to earn respect and appreciation.  **How to write effective email:**  The average office worker receives [**around 80 emails each day**](http://www.radicati.com/wp/wp-content/uploads/2011/05/Email-Statistics-Report-2011-2015-Executive-Summary.pdf). With that volume of mail, individual messages can easily get overlooked. Follow these simple rules to get your emails noticed and acted upon.   1. Don't overcommunicate by email. 2. Make good use of subject lines. 3. Keep messages clear and brief. 4. Be polite. 5. Check your tone. 6. Proofread. |

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| **Course:** | **UDEMY PYTHON MEGA\_COURSE** | **USN:** | **4AL17EC010** | |
| **Topic:how** | **To build an interactive dictionary** | **Semester & Section:** | **6th &A** | |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session** | | | |
| **Report – Report can be typed or hand written for up to two pages.**  **Today I have learnt :**  How to build an interactive dictionary using python.   * How the output looks by interactive dictionary. * The data sourses * The Jason data * Returning the definition of a word * Taking account of bad words * Implementing case sensitivity * Similarity ratio between two words * Best matches out of list of words * Recommending the best match * Confirmation from the user * Optimizing the final outputs. * Different versions and codes. | | | |