**DAILY ASSESSMENT**

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| **Date:** | **21/05/2020** | **Name:** | **Chandana. R** |
| **Course:** | TCS-ION | **USN:** | **4AL16EC017** |
| **Topic:** | **Learn Corporate Telephone Etiquette**  **Basic of accounting**  **Gain Foundational Skills in IT** | **Semester & Section:** | **8(A)** |
| **Github Repository:** | **Chandana-shaiva** |  |  |

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| **AFTERNOON SESSION DETAILS** |
| **Image of session** |
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| **Report:-**   1. **Learn Corporate Telephone Etiquette**   In this module will Learn Corporate Telephone Etiquette you will learn that what you say, how much you say and how you say plays an important role in the impression you create on the listener  Objective:   * Attend or make calls in professional manner * Create a good first impression * Good telephone etiquette * Using of appropriate phase and expression * Avoid negative expression * Take or give voice mail message * Remember APEND * While making calls: * Introductory phrases * Use formal phrase * Leave the message if the person it not there * Dealing with a connection errors * Taking message * Placing the call on the hold * What is voice mail?   It is digital recording for incoming and outgoing voice message.   * Voice mail greeting * Leave a polite message * Limit your message to 85-90 words * Check mail twice a day * Answer the call promptly * Identify the organization * Address the problem positively * Speak directly into the receiver * Telephone courtesies * Speak with enthusiasm * Use callers name if is a known person * Be soft and polite * Avoid chewing gum while talking * End the call with a positive note * Hang up on the caller gently  1. **Basic of accounting**  * Accounting is a system which collects and processes financial information of a business * Accounting is called as language of business      * Journals and ledges * Account assumption * Principals and concepts * Final account: Is prepared at the end of the year * Income statement * Revenues and expense * Balance sheet * Assets : resources of the company * Liabilities * Stockholders * Debits and credits rules * Adjusts entry * EOY closure  1. **Gain Foundational Skills in IT**  * What do recruiters expect   Interview seems to knowledge on varies technology like active directory, IoT   * One should at least one programming language * HTML is the most valued program now a days * Should be having the basic knowledge of data base * Basic algorithm * Design function * Chose the project wisely * Communicate technical skill if known * Accept what we don no   Details explanation   * Browse * DNS * Machine/server   **Gain Foundational Skills in IT**  Foundational skills are the fundamental, portable skills that are essential to conveying and receiving information that is critical to training and workplace success. These skills are fundamental in that they serve as a basis - the foundation for supporting additional operations/tasks and learning. Reading a manual, listening to instructions, writing a memo, and working well in a team are all examples of using foundational skills on the job. Foundational skills are important across a wide variety of jobs, both skilled and professional. They are also necessary to learn more job-specific knowledge and skills. This is true across a wide variety of skilled and professional jobs.  The bottom line is that the importance of foundational skills will only increase. Educators and employers must work together to ensure that workers are prepared for the jobs of today and tomorrow that will keep our nation competitive in the global marketplace |