**DAILY ASSESSMENT FORMAT**

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| **Date:** | **20/5/2020** | **Name:** | **GAURAV N R** |
| **Course:** | **TCS ION** | **USN:** | **4AL15EC025** |
| **Topic:** | **Corporate interviews, corporate etiquette, effective emails** | **Semester & Section:** | **8th sem A sec** |
| **Github Repository:** | **gaurav** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Report –**  **CORPORATE INTERVIEWS:**  **Tip 1 – Research the company in advance**  This is at the top of our interview tips list for a reason. It’s absolutely critical to do thorough research on the company and its people before walking into the interview. This can be one of the biggest differentiators of outstanding versus merely good interviewees. The most important things to research are the company history, their business model, recent press releases, their management team, financial information (if public), competitors, reputation, and any mutual connections you might have.  **Tip 2 – Practice telling your story**  The interviewer is extremely likely to ask you something along the lines of “walk me through your resume,” or “why should we hire you,” or “what makes you a good candidate for this role.” All of these are versions of the same thing, which is to succinctly tell your story in a way that makes sense to the interviewer. One of the best interview tips is to, instead of simply listing all the jobs you’ve had and what you did in the past, think of a common theme that ties all your experience together. This theme will bring your story to life and make you really stand out from other candidates.  **Tip 3 – Prepare a list of questions to ask**  It’s a good idea to have a list of questions for the interviewer written down in advance. This not only shows you’re well prepared but will also make you much more relaxed, knowing that you have lots of things to talk about if you’re put on the spot. Try to prepare questions on a wide range of topics, including the technical nature of the work, the culture of the company, and what’s happening in the industry. Whenever someone asks us how to interview well, we insist they prepare a list of questions to ask the company.  **Tip 4 – Practice answering questions with friends or family**  Practice makes a huge difference, and it’s important to rehearse as many times as possible before the big day. Answering questions in your head is not the same as answering them out loud to someone else, so be sure to practice with a friend or family member who can give you honest feedback. Ask them to tell you where you can improve on everything from content to tone and mannerisms. This interview tip is very important to follow through on. Even though most people have an idea in their head of how to interview well, they often don’t end up delivering on the big day because they didn’t put in the hard work of practicing. Make sure you practice with real people  **Tip 5 – Read the headlines on the day of the interview**  This is one of our secret interview tips because not many people do it and it gives you a lot of opportunities to make small chat and come across as well informed. The easiest way to break the ice or fill a silence is to comment on a recent news headline. Try to avoid having a very polarizing view or opinion on anything, but rather, show you’re up to date on current events and offer a balanced opinion. Tip 6 – Arrange your clothes and supplies in advance This ritual can help you mentally prepare and is a great way to reduce stress on the day of the interview. You don’t want to be rushing to iron your shirt when you’re supposed to be heading out the door or discover that your shoes need shining when you’re about to leave. It’s a good idea to dress one notch above the level you think the people interviewing you will be wearing. If you’re not sure, then it’s better to be overdressed than underdressed. Tip 7 – Arrive extra early but don’t check in until it’s time Being late for an interview is one of the worst first impressions you can make. Given that it’s totally avoidable with good preparation, make sure you plan your transportation the day before and aim to arrive earlier than you think you need to. While you should arrive at the building early, it’s not a good idea to check in more than a few minutes before the scheduled interview time. Wait just outside the building until it’s time to go up to avoid waiting in the lobby of the office for a long time. If there’s one thing on this list of interview tips that you don’t ever want to miss, it’s being on time. Tip 8 – Listen intently to everything everyone says to you This is one of the most important interview tips that surprisingly few people focus on. It’s really critical to be a good listener to everyone, from the receptionist to the people interviewing you.  Focusing on your listening will do a few things. First, it will take your mind off of thinking about what to say next, which will help you relax and perform better. Second, you will do a better job of answering questions by paying attention to every word in the question that was asked of you. It may seem obvious, but focusing really hard on being a good listener is very important and something that many people who are wondering how to interview well forget about. On interview day, make a reminder or note to yourself (consider putting this on your list of questions) that says “Listen”. Tip 9 – Take a few notes, as necessary During the formal portion of the interview, it can be a good idea to take some notes. This will help you remember important points and also show you’re engaged and paying close attention. It’s not a good idea, however, to take copious notes and write down anything and everything. That can actually be a bit off-putting for the interviewer and means you will likely not be making any eye contact with them. Find the right balance of note-taking to stay focused, but without overdoing it. Tip 10 – Be aware of your body language This is a big interview tip. Body language says a lot about you, as we automatically pay a lot of attention to non-verbal communication. It’s important to be aware of everything from facial expressions and eye contact to head nodding, arm movements, and posture. Be sure to avoid slouching, crossing your arms, and too much/little eye contact.  These three are arguably the biggest or most likely things to be noticed by the interviewer. The goal is to project confidence, engage, and build a rapport with the interviewer.  **CORPORATE ETIQUETTE**  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.  **EMAIL WRITING**  Whether you’re an up-and-coming young professional or a seasoned manager, email writing is a vital aspect of business communication. And thanks to what’s often seen as the mysteries of English grammar and the subtleties of the written word, it can be a daily struggle. That’s especially true if you have to motivate busy people to respond or address a potentially touchy subject. To write a great email, you need to know two things: common mistakes to avoid, and next-level strategies to get ahead. Every email you write has the same basic structure: Subject line, greeting, email body, and closing. But as with every written form of professional communication, there’s a right way to do it and standards that should be followed.  1.Subject line  [The subject line](https://www.grammarly.com/blog/email-subject-lines/) could be the most important part of the email, though it’s often overlooked in favour of the email body. But if you’re cold-emailing someone, or just establishing a professional relationship, your subject line can entice people to open the message as well as set expectations about what’s enclosed. On the other hand, a poorly crafted or generic subject line (like “Hi” or “You don’t want to miss those”) can deter the reader and result in your email landing in the spam folder. “Spend double the amount of time crafting the right subject line as you do on the [body] because if they don’t open the email, it doesn’t matter,” says Cole Schafer, founder and copy chief of Honey Copy. 2. Openers In most email writing situations, you’ll want to include [a quick greeting](https://www.grammarly.com/blog/how-to-start-an-email/) to acknowledge the reader before diving into your main message or request. The exception: When you’re on an email chain with close colleagues, it often becomes more natural to drop the opener (as well as the closing). Though it may initially feel like a faux pas, it signals a better professional rapport.  3. Body  The body of an email is the meat of your message, and it must have a clear and specific purpose, such as getting feedback on a presentation or arranging a meeting with a new client. It should also be concise. That way, people will be more inclined to read it, rather than skimming it and risking missing critical information. If you can, boil it down to a few choice sentences. And for emails that require more length and detail, keep it as focused as you can. “Nobody wants to receive a novel. You want to keep it between three, four, or five lines of text,” says Schafer.  4. Closings  Just as you want to start things off on the right foot with your greeting, you also want to part well. That means writing a friendly [sign-off](https://www.grammarly.com/blog/how-to-end-an-email/). And there are plenty of options to choose from. You’ll want to choose a closing that feels genuine to your personality and tailor it to the relationship to ensure an appropriate level of professionalism. On the other hand, common closings like “love,” “[sent from iphone](https://www.grammarly.com/blog/how-to-write-emails-from-mobile/),” or “thx,” may be best left unused in profession. |

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| **Date:20/5/2020** |  | **Name:GAURAV** |  | |
| **Course: Python** |  | **USN:4AL15EC025** |  | |
| **Topic:Application1:Build an interactive English dictionary** |  | **Sem :8th sem**  **Section: A sec** |  | |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session**          **REPORT:**  The w.title() method will convert the first letter to uppercase and the rest to lowercase. If the program didn't find anything for "texas" in the first conditional in lines 6 and 7, then this conditional will try to search for "Texas". Even if the user entered "TEXAS" this conditional will convert it to "Texas". Lines 8 and 9 were added to make sure the program returns the definition of words that start with a capital letter (e.g. Delhi or Texas):   1. import json 2. from difflib import get\_close\_matches 3. data = json.load(open("data.json")) 4. def translate(w): 5. w = w.lower() 6. if w in data: 7. return data[w] 8. elif w.title() in data: #if user entered "texas" this will check for "Texas" as well. 9. return data[w.title()] 10. elif len(get\_close\_matches(w, data.keys())) > 0: 11. yn = input("Did you mean %s instead? Enter Y if yes, or N if no: " % get\_close\_matches(w, data.keys())[0]) 12. if yn == "Y": 13. return data[get\_close\_matches(w, data.keys())[0]] 14. elif yn == "N": 15. return "The word doesn't exist. Please double check it." 16. else: 17. return "We didn't understand your entry." 18. else: 19. return "The word doesn't exist. Please double check it." 20. word = input("Enter word: ") 21. output = translate(word) 22. if type(output) == list: 23. for item in output: 24. print(item) 25. else: 26. print(output)   **The program returns the definition of acronyms (e.g., USA or NATO.)**  import json  from difflib import get\_close\_matches  data = json.load(open("data.json"))  def translate(w):  w = w.lower()  if w in data:  return data[w]  elif w.title() in data:  return data[w.title()]  elif w.upper() in data: #in case user enters words like USA or NATO  return data[w.upper()]  elif len(get\_close\_matches(w, data.keys())) > 0:  yn = input("Did you mean %s instead? Enter Y if yes, or N if no: " % get\_close\_matches(w, data.keys())[0]  if yn == "Y"  return data[get\_close\_matches(w, data.keys())[0]]  elif yn == "N":  return "The word doesn't exist. Please double check it."  else:  return "We didn't understand your entry."  else:  return "The word doesn't exist. Please double check it."  word = input("Enter word: ")  output = translate(word)  if type(output) == list:  for item in output: print(item) else  print(output) | | | |
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