Date :- 20/5/2020   Name :- Harshitha T

Course :- TCS - ION   USN :- 4AL17ECL06

Topic :- Ace Corporate Interviews   Sem & - 6th sem   B section.
                        Sec

* Ace Corporate Interviews:-

   An interview is a widely used process of screening applicants for jobs.

* Preparation of job interviews includes 4 P's.

   i) Prepare   ii) Practise   iii) Present   iv) Participate.

* Do's before an interview:-

   • Dress appropriately as per the corporate setting
   • Take care of personal grooming & cleanliness
   • Reach 10 - 15 mintues early
   • Be sure about the interview time & location.

* Dont's before an interview

   • Dont stay up late at night
   • Dont overeat
   • Dont hold negative thoughts
   • Dont feel nervous
   • Dont forget to great everybody

* After the interview, negotiation response is must.

* Learn corporate Etiquette:-

   Business Etiqutte can be defined as all the rules that one has to follow when in a business environment.

* Rules followed in business environment

   • Importance of Business etiqutte
   • To follow cultural eticqutte

* ~~TCS~~
* Business cards are used to build contact list.

* Basic rules of Business cards
* Basic rules of space
* Basic rules of In a meeting
* Basic rules of Introductions
* Dressing in Business

* Write effective emails.
  - Structure of an email.
  - Writing an effective subject line & text
  - Using few phrases and correct spellings & Grammar
  - Do's and Don'ts of Email writing.

Date:- 20 May 2020

Name:- Harshitha. T

Course:- Python.

USN:- UALITECIOG

Topic:- Application on

sem & :- 6th sem 'B' section.

Interactive English Dictionary

sec

* Interactive English Dictionary
* Program which read the dictionary stored in folder file
and read it

```
import file
data= file. load (open ("data.file"))
def translate (word):
    return dat (word)
word= input ("Enter word:")
print ( translate (word)).
```

* Program which Implementing case sensitivity:-

```
dir (Str)
"Rain", lower ()
⇒ o/p 'rain'
```

```
import json
data = json load (open ("data json"))

def translate (w):
w= w. lower ()
if w in data:
    return data [w]
else
    return " the word doesnot exist
```

* Similarly, Recommending the Best matches and conformat -ion from the user was also learned by exerseses and example programs.

* Implementation of Case sensitive prog and similar program

* Version.1.1.(E)
  Version 1.1 code
  version 1.2 (E)
  Version 1.2 code