

Daily Assessment format

Date: 18/5/2020

Course: Tcsion

Topic: 1. Communicate to impress
2. Deliver presentation with impact
3. Develop softskills for the workplace

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Forenoon session details

Image of the session

< improve interpersonal...

Attempts taken: 01

Duration: 10 Mins

Start time

18 May 2020 12:00 AM

To
17 Jul 2020 12:00 AM

View Assessment Analysis

At the end of Assessment

Already cleared Assessment

My Attempts

Attempted on 19 May 2020 12:05 AM

Attempted duration 0:29:35 Hrs (12:35 AM)

< Make impact ... >

Attempts Taken 01
Duration 10 Mins
Start time
18 May 2020 12:00 AM

To
17 Jul 2020 12:00 AM
View Assessment Analysis
At the end of Assessment
Already cleared assessment.

My Attempts
Attempted on
Attempted duration

19 May 2020 12:05 AM
0:35:01 Hrs (12:45 AM)

< Develop Soft. ... >

Attempts Taken 01
Duration 10 Mins
Start time
18 May 2020 12:00 AM

To
17 Jul 2020 12:00 AM
View Assessment Analysis
At the end of Assessment
Already cleared Assessment

My Attempts
Attempted on
Attempted
Duration

19 May 2020 12:05 AM
1:05:10 Hrs (1:30 AM)

Report - Report can be typed or handwritten for upto two pages.

1. Communication to impress

- intonation
- Action
- Body language
- facial expressions
- Non-verbal communication devices
 - explain the importance of communication
 - Describe the process of communication
 - Discuss the barriers of communication
 - Distinguish b/w verbal & nonverbal communication
 - use communication effectively

Barriers to communication

1. physical

- separation (eg: by walls)
- Distance (eg: different city)
- Noise (eg: music)
- Time

2. cultural

- Greeting
- stereotyping
- Behaviour
- Gestures

3. Gender

male & female (women are empathetic)

4. psychological

- Retention Capability
- Inattentiveness
- Status

- closed mind
- source of communication
- emotional
- Attitude & opinion

5. Language barrier

- Semantic
- Jargon
- Accent

6. perceptual

Misconceptions when we perceive the information given to us from our point of view

Types of Communication

1. Verbal

2. Non-verbal

Nonverbal Communication

Paralanguage, gestures, posture, eye contact, Appearance

Verbal Communication

Face to face communication, written, telephonic, both verbal & nonverbal together gives effective comm

9. Deliver presentation with Impact

objectives

- Design effective PPTs
- make an effective presentation
- follow the Do's and Don'ts in presentation skills
- The 5W's: what, who, why, where, when

→ make an effective communication

→ preparation before the presentation

- make notes

- Rehearse the presentation

- Gather all the materials
- Feedback
- plan - based on audience, purpose, time frame
- prepare - presentation and proof read
- practice - do a dry run, check time
- present

3. Develop soft skills for the workplace

- soft skills
 - Communication skills
 - Time management skills
 - Negotiation skills
 - critical thinking
 - self confidence
 - Business etiquette
 - Goal setting
 - Team work.

Daily Assessment format

Date: 18/5/2020

Course: python

Topic: section 1 to section 4

GitHub

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Semester

and section: 6 sem 'A' section

Afternoon session details

Report-Report can be typed or handwritten for upto two pages.

Python and IDE tool is used. IDE is integrated development program in terminal:

```
>>> import datetime
```

```
>>> datetime.datetime.now()
```

output: datetime.datetime 2020 5 18 6 18 52 256

But this is not saved when we clear the terminal. So, when we want to save the program, we have to first select file → add folder to workspace then select any folder.

File → new file (give name)

Let the name given to file is basics

This python 3 basics.py is not accessible by python interactive shell.

```
Import datetime
```

```
print(datetime.datetime.now())
```

In terminal window:

```
>>> python3 basics.py
```

```
2020.5.18 6:18:52:256
```

variable:

Eg.

```
mynum = 10
```

```
mytext = "hello"
```

```
print(mynum, mytext)
```

Here, mynum and mytext are variables

output: 10 "hello"

Another ex

```
x = 10
```

```
y = "10"
```

```
z = 10.1
```

```
sum1 = x + x
```

```
sum2 = y + y // concatenation of string
```

```
sum3 = z + z
```

```
print(sum1, sum2, sum3)
```

```
print(type(x), type(y), type(z)) // to get data type x, y, z
```

Compound data type

eg for calculating mean

```
student_grade = [9.1, 8.8, 7.5]
```

```
mysum = sum(student_grade)
```

```
length = len(student_grade)
```

```
mean = mysum / length
```

```
print(mean)
```

dir() function returns all the properties & methods of the specified objects, without values.

```
Monday_temp = [9.1, 8.1, 7.5, 6.6, 9.9]
```

Every item in the list has 2 index number indexing

```
Monday_temp = [9.1, 8.1, 7.5, 6.6, 9.9]
```

0 1 2 3 4

In terminal window:


```
>>> Monday_temp[1]  
8.8
```

```
>>> Monday_temp[1:5] or Monday_temp[1:]  
[8.1, 7.5, 6.6, 9.9]
```

```
>>> Monday_temp[0:2] or Monday_temp[:2]  
[9.1, 8.1, 7.5]
```

```
Monday_temp = ['hello', 1, 2, 3]
```

```
>>> Monday_temp[0]  
'hello'
```

```
>>> Monday_temp[0][2]  
'l'
```

```
student_grade = {'marry': 9, 'sim': 8.8, 'john': 7.5}  
>>> student_grade["sim"]  
8.8
```

creating own func:

```
def mean(mylist):
```

```
    the_mean = sum(mylist) / len(mylist)
```

```
    return the_mean
```

```
print(mean([1, 4, 6]))
```

Thus, our func is created for finding an average

SECTION 1: Introduction

SECTION 2: The Basics: small program

→ summary

- Python 3 and the visual studio code IDE is used in the videos, but you can use any IDE
- The python interactive shell (shown with >>>) is a quick way to execute python code to see how it works.
- python programs are written in .py files

SECTION 3: The Basics: Data type

→ summary

- integers are for representing whole numbers
- strings represent any text
- lists represents arrays of values that change during the course of the program
- Dictionaries represent pairs of keys & values
- Documentation for a python command can be found.

SECTION 4: The Basics: operations with datatypes

→ summary

- Lists, strings & tuples have positive index system
- And a negative index system
- In a list 2nd, 3rd & 4th items can be accessed
- A single in a dictionary can be accessed using its key