Daily Assessment Journal

Date: 19/5/2020

Name: Jyoti S Donur

USN: 4AL17EC081

Course: Tesion

Topic: Gain Guidance from carrier Guruu write a winning resume and cover letter stay ahead group discussion

Github repository: Jyoti Donur

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forenoon session details

image of session

< prepare a strong... ...>

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

Alredy cleared Assessment

My Attempts

Attempted on 19 May 2020 1:30 PM

Attempted duration 0:29:35 Hrs (1:45 PM)

< Be prepared for... ... >

- Attempts taken 01
- Duration 10 Mins
- start time
  18 May 2020 12:00AM
  To
  17 Jul 2020 12:00AM
- View Assessment analysis
- At the end of Assessment
- Already cleared Assessment

My Attempts

Attempted on 19 May 2020 (2:00 PM)

Attempted
duration 0:29:35 Hrs (2:35 PM)

Report:

1. Gain guidance from career gurus

we need a head start because of:

- Intense competitation
- Talent acquisition
- Employable skills
- changing job roles
- Employment outlook

Pillars to start get ahead start:

- clarity of thought
- Acess & visibility
- early preparation
- acquire relevant skills
- compelling resources
- cracking the interviews.

one should prepare, practice & plan in advance to have head start

2. <u>Write a winning resume & cover letter</u>

<u>Importance of a resume:</u>
- its a power to get an interview for ans dream job
- many organizations use resume to short list potentials candidates
- our resume is our virtual it should speak of our passion & the career that we want to follow

<u>Structure of a</u> resume
- personal details
- career objectives
- educational qualification
- Technical skills
- Additional qualification/ certificate

<u>Types of resume</u>
- chronological resume
- functional resume & chronological resume
- functional resume & combinational resume

<u>Cover letter</u>
An additional page along with the resume to seek any desired designation in any organization

<u>Structure of a</u> cover letter
- Date
- candidate name
- candidates address
- candidates phone number
- candidates email id

- Company official name
- Company name
- Company address
- pin code

Dear sir/ma'am

opening paragraph

middle paragraph

Complementary close:

- your sincerely
- Handwritten signature
- your full name (typed)

3. Stay ahead in group discussion

importance of group discussion
- to check communication skill
- to check our ability to work in a team
- to check our ability to express our point of view
- to check our listening skills
- to check our ability to handle criticism
- to check our knowledge of subject
- to check our overall personality

points to remember in group discussion
- clarity
- Body language
- Listening
- Tone of voice
- Appropriate language
- courtesy
- conciseness
- confidence
- correctness

points to be remembered:

- group discussion is not debate
- to be aware of your body language
- to keep a check on our tone of voice & language used
- to update yourself with current information
- Not to panic.

Daily Assessment Format

Name: Jyoti. S Doura
USN: 4AL17EC037
Semester 4 section: 6 A

Date 19/6/2020
Course: python
Topic: 1 for loop
2. while loop
3. useful operators in python

Afternoon session details

image of session

In(1) list(range(0,11,2))

out(1) [0,2,4,6,8,10]

In( ) index_count = 0
       for letter in 'a'

Report
1. for loop
• a for loop is used for iterating over a sequence
(that is either a list, a tuple, a dictionary, a set, or
a string)
• This is less like the for keyword in other programm
-ng languages. and works more like an iterator
method as found in other object oriented programming
language.
• with the for loop we can execute aset of state
-ments, once for each item in a list, tuple, set etc

Ex: fruits = ["apple, "orange"]
    for x in fruits:
      if x == "orange":
         break
      print(x)

Scanned with CamScanner

output
  · apple
    orange

2. while loop
with the while loop we can execute a set of
statements as long as a condition is true.

EX: i=1
    while i<6:
    print(i)
    i+=1

output 1
       2
       3
       4
       5

3. useful operators in python
· operators are used to perform operations on variables
   & values
· Arithmetic
· assignment
· comparison
· logical &
· bitwise operator.