DAILY ASSESSMENT 3

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Course:	TCS ION	USN:	4al15ec036
Topic:	Understand how to Ace corporate interviews	Semester & Section:	8th A
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FORENOON SESSION DETAILS
Image of session

Understand how to Ace Corporate Interviews

❖ **Objectives**

➢ Preparation you need to do before an interview.

➢ Handling interviewer's questions and communication strengths.

➢ Best practise on following up on your interview.

❖ Interview

It is a procedure designed to obtain information from a person's oral response to oral inquiries.

❖ Before the interview

➢ Every interview is an experience of learning which takes place during the preparation.it is useful for the interview you are appearing for.

➢ The initial preparation requires a thorough investigation of skills, accomplishments, expertise and your interest.

➢ The interview preparation includes 4Ps: prepare, practise, present and participate.

❖ Preparation for a job interview

➢ A good assessment of yourself.

➢ Researching the organization.

➢ Updating your resume.

➢ Understanding the venue details.

❖ Dos before an interview

➢ Dress appropriately as per the corporate setting.

➢ Take care of personal grooming and cleanliness.

➢ Reach 10-15minutes early.

❖ Don'ts before an interview

➢ Don't stay up late night.

➢ Don't feel nervous.

➢ Don't forget to be courteous to everybody.

➢ Don't hold negative thoughts of not being selected.

❖ **Men's interview attire**

➢ Suit or formal dark trouser and full sleeved shirt.

➢ Black and brown matching belt.

➢ With or without a tie.

➢ Dark socks, conservative leather shoes.

➢ Little or no jewellery.

➢ Neat hairstyle.

➢ Minimal aftershave.

➢ Neatly trimmed nails.

❖ **Women's interview attire**

➢ Suitor sober salwar kameez, saree.

➢ The suit skirt should be long enough to enable you to sit down comfortably.

➢ Coordinated blouses.

➢ Conservative shoes.

➢ Neat hairstyle.

➢ Light makeup and perfume.

❖ **Negotiation skills**

> **The main purpose of negotiating is to get closer to your objective.**

❖ **Techniques required to be a good negotiator**

➢ Do not stick to a specific point of negotiation.

➢ Follow different styles and mannerisms to negotiate.

➢ Be comfortable in whatever style you choose.

❖ **Tell me about yourself**

- ➢ Be brief while responding.
- ➢ Show your interest in joining.
- ➢ Talk about your strengths and the skills that you have to offer to them.
- ➢ A brief on your career objectives should be given.

❖ **What are your strengths ?**
- ➢ Be genuine and accurate.
- ➢ Be brief and concise.
- ➢ Your responses should be relevant to the job.
- ➢ Demonstrate with example.

❖ **What are your weaknesses?**
- ➢ Make your response skill related.
- ➢ Make a weakness appear to be a strength.
- ➢ Describe it as an action that needs to improve.

❖ **What are your achievements**
- ➢ Educational achievements .
- ➢ Work related achievements.
- ➢ Personal achievements.

❖ **What do you know about the organisation?**
- ➢ Research the company thoroughly.
- ➢ Give details about the organisation.
- ➢ Talk about the company's position in the corporate world.
- ➢ Go through the company's website before going to the interview.

❖ **What is your career objective?**

➤ While answering the question make sure you answer :

➤ Creates an impact.

➤ Is a short and targeted statement.

➤ Is not more than 3-4lines.

➤ Relates to and matches the job requirement.

❖ **Where do you see yourself five years down the line?**

Make sure you answer :

• Is a blue-print of your aim .

• Is realistic.

• Is not a threat to the interviewer's position.

Learn corporate Etiquette

❖ **Objectives**

➤ Basic rules to be followed in a business environment.

➤ Importance of business dressing.

➤ Importance of cubicle etiquette**.**

❖ **Business etiquette**

It is defined as all the rules that one has to follow when in a business environment.

Basic rules :

➤ Greeting- greet everyone when you enter the office.

➤ Business cards- provide your business cards.

➤ Courtesies –space.

➤ Personal details.

➤ Personal hygiene.

❖ **Cubical etiquette**

  ➢ Neat and clean.

  ➢ Maintain a calendar.

  ➢ Few decorative items.

  ➢ Pen and notepad.

  ➢ Switch off lights and laptop.

  ➢ Remove post-its.

❖ **Internet etiquette**

  ➢ Respond to the e-mails on time.

  ➢ Use a proper greeting and complimentary close in your mails.

  ➢ Go through the FAQs of the site before posting any questions.

  ➢ Make sure the mail is crisp and with the good crisp line.

❖ **Meeting etiquette**

  ➢ Dress appropriately.

  ➢ Carry a pen and a notepad while attending the meeting.

  ➢ Be attentive and take notes.

  ➢ Be polite when asking questions.

 ➢ Ask questions in the allotted time slot.

❖ **Courtesies at the door and the elevator**

  ➢ Consider using stairs whenever possible

  ➢ Face forward when you stand in an elevator.

  ➢ If anyone holds the door for you , thank him or her.

  ➢ When u have to step out say "excuse me".

Date:	20-05-2020	Name:	Kavyashree m
Course:	python	USN:	4al15ec036
Topic:	Variables,integer strings and float , List types,ranges	Semester & Section:	8th A
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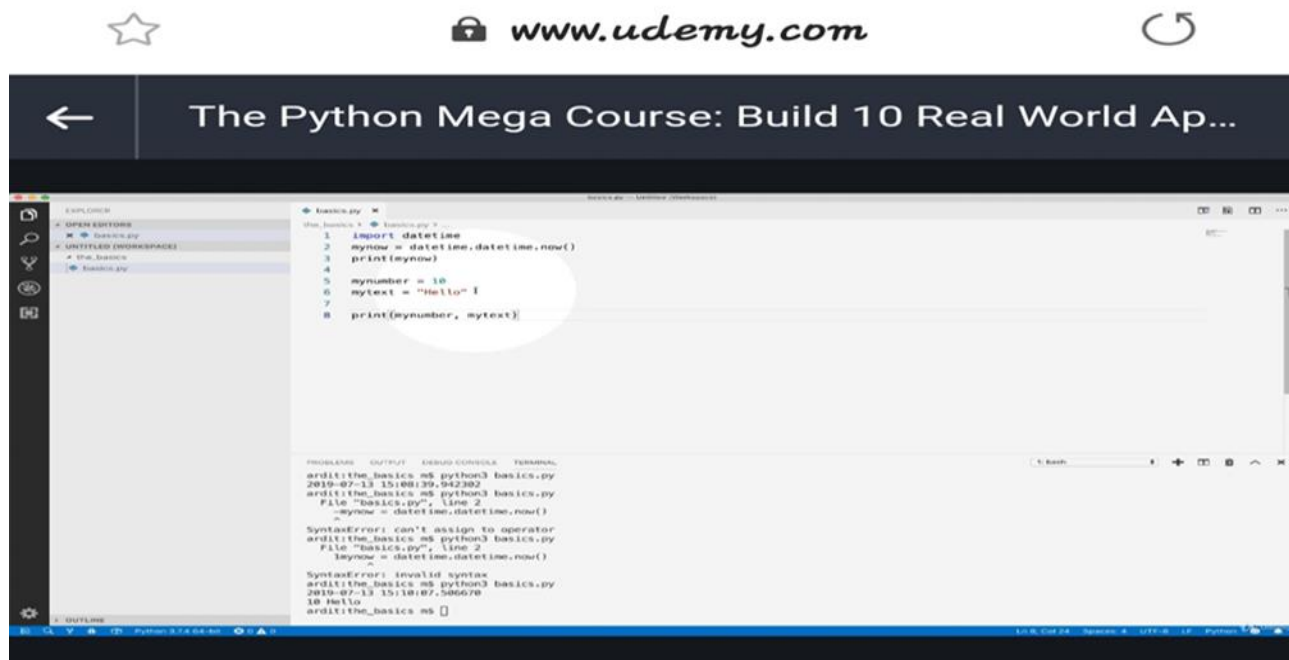
Variables

Creating Variables

➢ Variables are containers for storing data values.

➢ Unlike other programming languages, Python has no command for declaring a variable.

➢ A variable is created the moment you first assign a value to it.

Example

```
x= 5
y= "John"
print(x)
print(y)
```

- ➢ Variables do not need to be declared with any particular type and can even change type after they have been set.

❖ Variable Names

- ➢ A variable can have a short name (like x and y) or a more descriptive name (age, carname, total_volume). Rules for Python variables:
- ➢ A variable name must start with a letter or the underscore character
- ➢ A variable name cannot start with a number
- ➢ A variable name can only contain alpha-numeric characters and underscores (A-z, 0-9, and _)
- ➢ Variable names are case-sensitive (age, Age and AGE are three different variables)

❖ Global Variables

Variables that are created outside of a function (as in all of the examples above) are known as global variables.

Global variables can be used by everyone, both inside of functions and outside.

Example : Create a variable outside of a function, and use it inside the function

```
x = "awesome"
def myfunc():
 print("Python is " + x)
```

myfunc()

The global Keyword

Normally, when you create a variable inside a function, that variable is local, and can only be used inside that function.

To create a global variable inside a function, you can use the global keyword.

CREATE INTEGER ,STRINGS AND FLOAT

Integer

We already know the following operators which may be applied to numbers: +, -, * and **. The division operator / for integers gives a floating-point real number (an object of type float). The exponentiation ** also returns a float when the power is negative.

❖ **Floating numbers**

When we read an integer value, we read a line with input() and then cast a string to integer using int(). When we read a floating-point number, we need to cast the string to float using float().Floats may also be in scientific notation, with E or e indicating the power of 10 (2.5e2 = 2.5 x 102 = 250).

❖ **String lists**

Python is often used to process textual data. With strings, and string lists, we store and can handle this data in an efficient way.

Example : create a list of three strings.

strings = ["one", "two", "THREE"]

... Display length of list.

print(len(strings))

... Display all string elements in list.

```
for st in strings:
   print(st)
```

❖ List types

There are four collection data types in the Python programming language:

➢ List is a collection which is ordered and changeable. Allows duplicate members.

➢ Tuple is a collection which is ordered and unchangeable. Allows duplicate members.

➢ Set is a collection which is unordered and unindexed. No duplicate members.

➢ Dictionary is a collection which is unordered, changeable and indexed. No duplicate members.

➢ When choosing a collection type, it is useful to understand the properties of that type. Choosing the right type for a particular data set could mean retention of meaning, and, it could mean an increase in efficiency or security.

❖ Ranges

The range() function returns a sequence of numbers, starting from 0 by default, and increments by 1 (by default), and stops before a specified number.

Syntax :

range(start, stop, step)

❖ Parameter Values

➢ start   Optional: An integer number specifying at which position to start. Default is 0

➢ stop   Required: An integer number specifying at which position to stop (not included).

➢ step   Optional: An integer number specifying the incrementation. Default is 1.