

DAILY ASSESSMENT REPORT

Date:	20/05/2020	Name:	Kishan shetty
Course:	Career Edge - Knockdown the Lockdown	USN:	4AL17EC041
Topic:	1] Ace Corporate Interviews 2] Learn Corporate Etiquette 3] Write Effective Emails	Semester & Section:	6th 'A'
Github Repository:	Kishanshetty-041		

FORENOON SESSION DETAILS

Image of session

Introduction - Ace Corporate Interviews

Lesson - Ace Corporate Interviews

Conclusion - Ace Corporate Interviews

Understand How to Ace Corporate Interviews

DAY 8: Learn

Understand How to Ace Corporate Interviews

Total Marks
10.0

Pass Marks
4.0

Attempts Taken
01

Duration
10 Mins

Start Time
16 May 2020 12:00 AM
TO
15 Jul 2020 12:00 AM

View Assessment Analysis
At the End of Assessment

Already cleared assessment.

My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
19 May 2020 10:33 PM	0:4:2 Hrs(10:37 PM)	7.0/10.0	Pass	View Result

Interviews

Understand How to Ace Corporate Interviews

DAY 8: Learn Corporate Etiquette

Introduction - Learn Corporate Etiquette

Lesson - Learn Corporate Etiquette

Conclusion - Learn Corporate Etiquette

Learn Corporate Etiquette

Total Marks
10.0

Pass Marks
4.0

Attempts Taken
01

Duration
10 Mins

Start Time
16 May 2020 12:00 AM
TO
15 Jul 2020 12:00 AM

View Assessment Analysis
At the End of Assessment

Already cleared assessment.

My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
19 May 2020 11:08 PM	0:4:23 Hrs(11:12 PM)	9.0/10.0	Pass	View Result

Introduction - Write Effective Emails

Lesson - Write Effective Emails

Conclusion - Write Effective Emails

Write an Effective Email

DAY 10: Learn Corporate Telephone Etiquette

Write an Effective Email

Total Marks
10.0

Pass Marks
4.0

Attempts Taken
01

Duration
10 Mins

Start Time
16 May 2020 12:00 AM
TO
15 Jul 2020 12:00 AM

View Assessment Analysis
At the End of Assessment

Already cleared assessment.

My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
20 May 2020 12:28 AM	0:2:49 Hrs(12:31 AM)	9.0/10.0	Pass	View Result

Report

Ace Corporate Interviews

- Interview is widely used process of screening applicants for jobs.
- Interview includes 4 P's – Prepare, Practice, Present and Participate.
- Do's for an interview.
 - Dress formally.
 - Ask for clarification if you don't understand the question.
 - Take care of personal grooming and cleanliness.
 - Reply to question in positive manner.
 - Reach 10-15 mins early for an interview.
- Don'ts for an interview.
 - Don't stay up late at night.
 - Don't over eat or consume carbonated soft drinks.
 - Don't feel nervous.
 - Don't take a seat until you are offered one.
- Negotiation technique – Put yourself in the other person's shoes and consider how they would react to your proposal.
- Commonly asked questions in an interview.
 - Tell me something about yourself?
 - Why should we hire you?
 - What are your strengths?
 - What are your weaknesses?
 - What is your career objective?
 - Where do you see yourself in five years down the line?
- Use SMART approach – Specific, Measurable, Attainable, Relevant and Timely.

Learn Corporate Etiquette

- Business etiquette – All rules that one has to follow when in a business environment.
- During presentation or a meeting, do listen to the speaker carefully.
- Personal hygiene should be maintained.

- **Do's in internet etiquette.**

Respond emails on time.

Use proper greeting and complimentary close in your email.

Choose right language when giving feedback on an online forum.

- **Don'ts in internet etiquette.**

Do not make fun of people on social networking sites.

Do not spam others email ids/social media ids with chain mails.

Write Effective Emails

- **Email – Information sent electronically between two or more people over a network.**
- **Structure of Email.**
- **Some good opening lines for a mail.**

I write this with reference to advertisement...

Further to our discussion, I am sending you...

With reference to the mail trail...

- **Some good concluding lines for a mail.**

If you require any further information, please contact me.

Requesting you to look into this and suggest changes.

I look forward to your reply.

- **Do's of email etiquette.**

Use a strong subject line.

Keep email short.

Make sure the attachments are in the right format.

- **Don'ts of email etiquette**

Don't use all uppercase or lowercase sentences.

Don't use one-word responses.

Don't call as soon as you send the message.

Date:	20/05/2020	Name:	Kishan shetty
Course:	The Python Mega Course: Build 10 Real World Applications	USN:	4AL17EC041
Topic:	1] List Comprehensions 2] More on Functions 3] File Processing 4] Imported Modules	Semester & Section:	6th 'A'
Github Repository :	Kishanshetty-041		

AFTERNOON SESSION DETAILS

Image of session

The screenshot displays a Visual Studio Code workspace with the following components:

- EXPLORER:** Shows the file structure with 'GROUP 1' containing 'basic.py' and 'GROUP 2' containing 'temps_today.csv'. The 'UNTITLED (WORKSPACE)' section shows 'Udemy_python' containing 'basic.py', 'fruits.txt', and 'temps_today.csv'.
- EDITOR:** Displays the 'basic.py' file with the following code:

```

232 import os
233 while True:
234     if os.path.exists("fruits.txt"):
235         with open("fruits.txt") as myfile:
236             print(myfile.read())
237     else:
238         print("File does not exist")
239     time.sleep(10)
240
241 import time
242 import os
243 import pandas
244 while True:
245     if os.path.exists("temps_today.csv"):
246         with open("temps_today.csv") as myfile:
247             data = pandas.read_csv("temps_today.csv")
248             print(data.mean())
249     else:
250         print("File does not exist")
251     time.sleep(10)

```
- TEMPERATURES TODAY (CSV):** A file named 'temps_today.csv' containing the following data:

```

1 st1,st2
2 26.5,27.7
3 28.5,29.4
4 30.5,30.6

```
- TERMINAL:** Shows the output of the script:

```

dtype: float64
st1 28.500000
st2 29.233333
dtype: float64
Traceback (most recent call last):
  File "basic.py", line 251, in <module>
    time.sleep(10)
KeyboardInterrupt
PS D:\Udemy_python>

```
- POWER SHELL:** A terminal window showing the Windows PowerShell prompt:

```

Windows PowerShell
Copyright (C) Microsoft Corporation. All rights reserved.

Try the new cross-platform PowerShell https://aka.ms/pscore6

PS D:\Udemy_python>

```

Report

List Comprehensions

- Usage of a simple list comprehension.
- Usage of a list comprehension with if conditionals.
- Usage of a list comprehension with if-else conditionals.
- Program to replace element in the list with zero using if-else condition.
- Using for loop and if-else condition in a single line.

More on Functions

- Usage of functions with multiple arguments and parameters.
- Difference between keyword and non-keyword arguments – In keyword arguments we assign value to variables and pass it to the function, but in non-keyword arguments only values are passed to the function.
- Default and non-default parameters.
- An *args parameter allows the function to be called with an arbitrary number of non-keyword arguments.

File Processing

- To read an existing file with Python using open () function and read () method.
- To create a new file with Python and write some text on it using write () method.
- To append text to an existing file without overwriting it using write () and “a” method.

Imported Modules

- Usage of python built-in modules.
- Built-in objects are all objects that are written inside the Python interpreter in C language. Built-in modules contain built-ins objects.
- Standard libraries are jargons that includes both built-in modules written in C and also modules written in Python.
- Usage of third-party libraries like pandas in python.