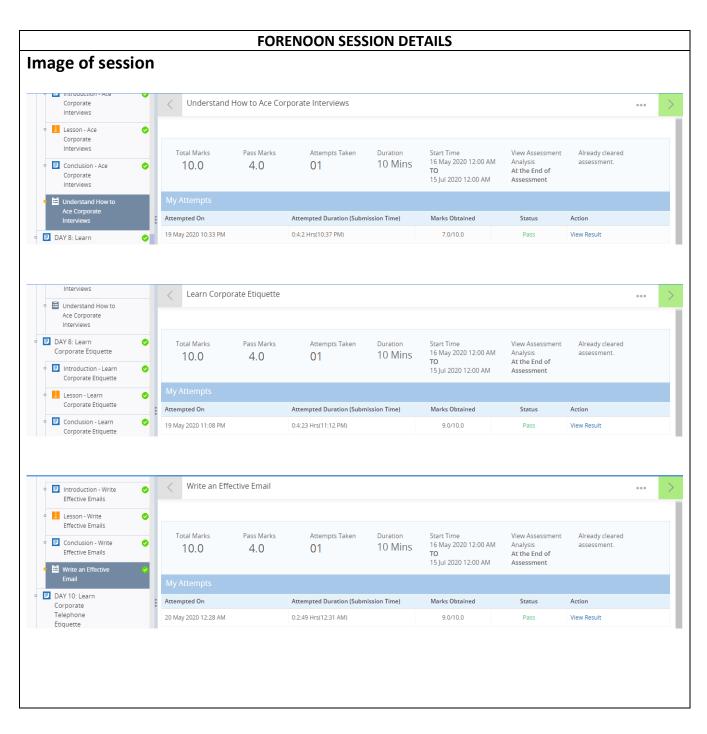
DAILY ASSESSMENT REPORT

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



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.

- <u>Negotiation technique</u> 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.

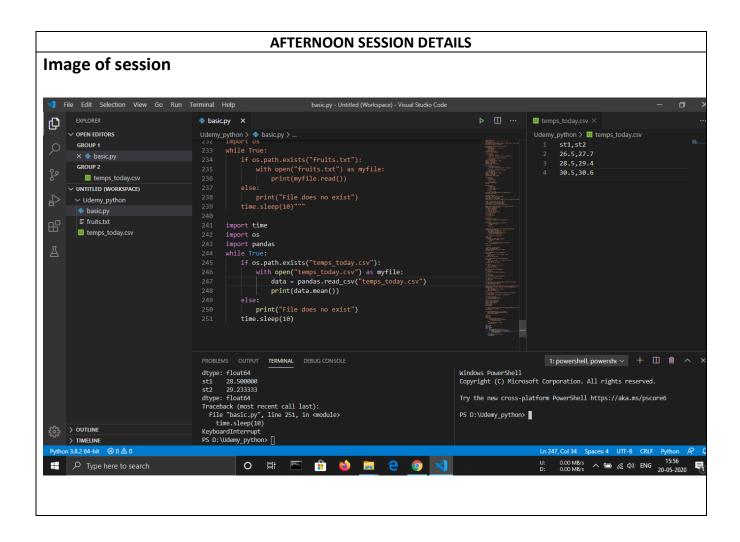
Don'ts of email etiquette

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	Semeste r & Section:	6 th 'A'
Github Repository :	Kishanshetty-041		



Report

<u>List Comprehensions</u>

- 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 nonkeyword 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.