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|--------------------|--|----------------------|------------------------------|
| Date: | 20-05-2020 | Name: | POOJA K S |
| Course: | TCS ION CAREER EDGE | USN: | 4AL17EC070 |
| Topic: | Ace corporate interview, Learn corporate etiquette and Write effective emails. | Semester and section | 6 th sem B-sec |
| Github repository: | | | |

Screenshot of the TCS iON Digital Learning Hub showing the 'Career Edge - Knockdown the Lockdown : Batch 01' course. The 'TABLE OF CONTENTS' sidebar lists modules: Conclusion - Stay Ahead in Group Discussions, Be Prepared for Group Discussions, DAY 7: Ace Corporate Interviews (selected), Introduction - Ace Corporate Interviews, Lesson - Ace Corporate Interviews, Conclusion - Ace Corporate Interviews, Understand How to Ace Corporate Interviews (selected), and DAY 8: Learn Corporate Etiquette. The main content area displays 'Understand How to Ace Corporate Interviews' with details: Total Marks 10.0, Pass Marks 4.0, Attempts Taken 01, Duration 10 Mins, Start Time 15 May 2020 12:00 AM TO 14 Jul 2020 12:00 AM, View Assessment Analysis At the End of Assessment, and Already cleared assessment. A table titled 'My Attempts' shows one attempt: Attempted On 20 May 2020 09:10 AM, Attempted Duration (Submission Time) 0:3:40 Hrs(09:14 AM), Marks Obtained 6.0/10.0, Status Pass, and Action View Result. A progress bar at the top right shows 57.14%. A watermark 'Activate Windows Go to Settings to activate Windows.' is visible.

Screenshot of the TCS iON Digital Learning Hub showing the 'Career Edge - Knockdown the Lockdown : Batch 01' course. The 'TABLE OF CONTENTS' sidebar lists modules: Ace Corporate Interviews, DAY 8: Learn Corporate Etiquette (selected), Introduction - Learn Corporate Etiquette, Lesson - Learn Corporate Etiquette (selected), Conclusion - Learn Corporate Etiquette, Learn Corporate Etiquette, DAY 9: Write Effective Emails, Introduction - Write Effective Emails, and Lesson - Write Effective Emails. The main content area displays 'Sub Unit- Lesson - Learn Corporate Etiquette' with a progress bar showing 0Days, 0Hrs, 0Mins. A large banner titled 'Learn Corporate Etiquette' features an illustration of three people walking towards a target with arrows hitting the bullseye. Below the banner, the 'Objectives' section lists: The importance of Business Etiquette, The basic rules of Business Etiquette, To follow the right business attire, To follow Cubicle Etiquette, and To practice the Do's and Don'ts of Internet and Meeting Etiquette. A progress bar at the bottom shows 00:20 / 00:20. A watermark 'Activate Windows Go to Settings to activate Windows.' is visible.

TCS iON Digital Learning Hub - Digital Learning - Career Edge

Career Edge - Knockdown the Lockdown : Batch 01

Sub Unit- Lesson - Learn Corporate Etiquette

Learn Corporate Etiquette

Summary

- Business Etiquette is essential to build healthy professional relationships.
- Basic rules should be followed irrespective of your position.
- Courtesies should be followed at the door and elevator.
- Dressing and Internet Etiquette should be followed as per company policy.
- Cubicle Etiquette and Meeting Etiquette determine your professionalism.

Play/Pause 00:28 / 00:31 96% 10:28 AM 5/20/2020

Activate Windows 25 of 25

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Career Edge - Knockdown the Lockdown : Batch 01

Learn Corporate Etiquette

| Total Marks | Pass Marks | Attempts Taken | Duration | Start Time | View Assessment Analysis At the End of Assessment | Already cleared assessment. |
|-------------|------------|----------------|----------|--|---|-----------------------------|
| 10.0 | 4.0 | 01 | 10 Mins | 15 May 2020 12:00 AM TO 14 Jul 2020 12:00 AM | | |

My Attempts

| Attempted On | Attempted Duration (Submission Time) | Marks Obtained | Status | Action |
|----------------------|--------------------------------------|----------------|--------|-----------------------------|
| 20 May 2020 10:36 AM | 0:5:9 Hrs(10:41 AM) | 6.0/10.0 | Pass | View Result |

Activate Windows Go to Settings to activate Windows.

10:41 AM 5/20/2020

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Career Edge - Knockdown the Lockdown : Batch 01

Write an Effective Email

| Total Marks | Pass Marks | Attempts Taken | Duration | Start Time | View Assessment Analysis At the End of Assessment | Already cleared assessment. |
|-------------|------------|----------------|----------|--|---|-----------------------------|
| 10.0 | 4.0 | 01 | 10 Mins | 15 May 2020 12:00 AM TO 14 Jul 2020 12:00 AM | | |

My Attempts

| Attempted On | Attempted Duration (Submission Time) | Marks Obtained | Status | Action |
|----------------------|--------------------------------------|----------------|--------|-----------------------------|
| 20 May 2020 11:34 AM | 0:4:44 Hrs(11:39 AM) | 8.0/10.0 | Pass | View Result |

Activate Windows Go to Settings to activate Windows.

11:40 AM 5/20/2020

20/05/2020

Style

Date:

Page No.:

Day 7 - unit

Ace Corporate interviews

Understand How to ace corporate interviews

- * Interview process - before the interview
- * Preparation for an effective interview includes:

- A good assessment of yourself
- Researching the organization
- Updating your resume
- Preparing a list of commonly asked questions
- Understanding the venue details
- * Do's before an interview
- * Don't stay up late before an interview
- * Women's Interview Attire

Negotiation Skills

- Negotiation is all about a win-win situation

Tips to handle responses:

After getting a response from the other party

- Do not feel obliged to respond immediately, take time and ask for clarifications, if required.
- Write down the key notes/points, if required
- Evaluate the given proposal and compare it with what you have proposed

- Discuss the responses in detail
- Share your feedback on the terms offered
- Talks about inconsistencies if any.

Day 8 - unit

Learn corporate etiquette

- * Basic rules - courtesies - Greeting
- * - Business cards
- * - Space
- * - In a meeting
- * - Introduction
- * - Personal Hygiene
- * - At the Cafeteria
- * - Basic Rules
- * Dressing in Business
- * Cubicle Etiquette

Day 9 - unit

write effective emails

- * Structure of an email
- * Proof read
- * Some good opening lines
- * Lines to conclude your email
- * Do's of email etiquette
- * Don'ts of Email etiquette

| | | | |
|----------------|---|------------------------------|-------------------------------|
| Date: | 20-05-2020 | Name: | POOJA K S |
| Course: | Python programming | USN: | 4AL17EC070 |
| Topic: | Application 1: Build an Interactive English Dictionary | Semester and section: | 6 th sem and B sec |

88. Returning the Definition of a Word

```

Atom File Edit View Selection Find Packages Window Help
app1.py — ~/Dropbox/pm1/app1-translator/teaching
teaching
app1.py
data.json

1 import json
2
3 data = json.load(open("data.json"))
4
5 def translate(w):
6     return data[w]
7
8 word = input("Enter word: ")
9
10 print(translate(word))
11

```

Ardits-MBP:teaching mia\$ python3 app1.py
Enter word: rain
['Precipitation in the form of liquid water drops with diameters greater than 0.5 millimetres.', 'To fall from the clouds in drops of water']
Ardits-MBP:teaching mia\$ python3 app1.py
Enter word: asdfaaaa
Traceback (most recent call last):
 File "app1.py", line 10, in <module>
 print(translate(word))
 File "app1.py", line 6, in translate
 return data[w]
KeyError: 'asdfaaaa'
Ardits-MBP:teaching mia\$

95. Optimizing the Final Output

```

Atom File Edit View Selection Find Packages Window Help
app1.py — ~/Dropbox/pm1/app1-translator/teaching
teaching
app1.py
data.json

1 import json
2 from difflib import get_close_matches
3
4 data = json.load(open("data.json"))
5
6 def translate(w):
7     w = w.lower()
8     if w in data:
9         return data[w]
10    elif len(get_close_matches(w, data.keys())) > 0:
11        yn = input("Did you mean %s instead? Enter Y if yes, or N if no: " % get_close_matches(w, data.keys())[0])
12        if yn == "Y":
13            return data[get_close_matches(w, data.keys())[0]]
14        elif yn == "N":
15            return "The word doesn't exist. Please double check it."
16        else:
17            return "We didn't understand your entry."
18    else:
19        return "The word doesn't exist. Please double check it."
20
21 word = input("Enter word: ")
22
23 output = translate(word)
24
25 if type(output) == list:
26     for item in output:
27         print(item)
28 else:
29     print(output)
30

```

Ardits-MBP:teaching mia\$

Version 1.2: Code

I added lines 10 and 11 to make sure the program returns the definition of acronyms (e.g., USA or NATO.)

```
1 import json
2 from difflib import get_close_matches
3 data = json.load(open("data.json"))
4 def translate(w):
5     w = w.lower()
6     if w in data:
7         return data[w]
8     elif w.title() in data:
9         return data[w.title()]
10    elif w.upper() in data: #in case user enters words like USA or !
11        return data[w.upper()]
12    elif len(get_close_matches(w, data.keys())) > 0:
13        yn = input("Did you mean %s instead? Enter Y if yes, or N if"
14        if yn == "Y":
15            return data[get_close_matches(w, data.keys())[0]]
16        elif yn == "N":
17            return "The word doesn't exist. Please double check it."
18        else:
19            return "We didn't understand your entry."
20    else:
21        return "The word doesn't exist. Please double check it."
22 word = input("Enter word: ")
23 output = translate(word)
24 if type(output) == list:
25     for item in output:
26         print(item)
27 else:
28     print(output)
```

Activate Windows
Go to Settings to activate Windows.

Day-03 [20-05-2020]

Section 13 : Application 1: Build an Interactive English Dictionary

- * Interactive English Dictionary
- * As the Data source
- * Loading JSON Data
- * Returning the Definition of a word
- * Taking into Account Bad words
- * Implementing case Sensitivity
- * Similarity Ratio Between two words
- * Best matches out of a list of words
- * Recommending the best match
- * Confirmation from the user
- * Optimizing the final output
- * ~~Code~~ Version 1.1 [E]
- * Version 1.1: code
- * Version 1.2 [E]
- * Version 1.2: code

Version 1.1: code

Line 8 and 9 were added to make sure the program returns the definition of words that start with a capital letter (e.g. Delhi) or Tokel)

```
import json
from difflib import get_close_matches
data = json.load(open("data.json"))
def translate(w):
    w = w.lower()
    if w in data:
        return data[w]
    elif w.title() in data:
        return data[w.title()]
    elif len(get_close_matches(w, data.keys())) > 0:
        yn = input("Did you mean %s instead? Enter Y if yes, or N if no: "
                   % get_close_matches(w, data.keys())[0])
        if yn == "Y":
            return data[get_close_matches(w, data.keys())[0]]
        elif yn == "N":
            return "The word doesn't exist. Please double check it."
    else:
        return "We didn't understand your entry."
else:
    return "The word doesn't exist. Please double check it."
```

{
Data
Program
}

```
word = input("Enter word: ")  
output = translate(word)  
if type(output) == list:  
    for item in output:  
        print(item)  
else:  
    print(output)
```