

|                           |  |                             |                              |
|---------------------------|--|-----------------------------|------------------------------|
| <b>Date:</b>              | 18-05-2020   | <b>Name:</b>                | POOJA K S                    |
| <b>Course:</b>            | TCS ION CAREER EDGE  | <b>USN:</b>                 | 4AL17EC070                   |
| <b>Topic:</b>             | Communication to impress deliver presentations with impact,Develop softskills for the workplace. | <b>Semester and section</b> | 6 <sup>th</sup> sem<br>B-sec |
| <b>Github repository:</b> |  |                             |                              |

Career Edge - Knockdown the Lockdown : Batch 01

Improve Interpersonal Skills for Better Results

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

**My Attempts**

| Attempted On         | Attempted Duration (Submission Time) | Marks Obtained | Status | Action                      |
|----------------------|--------------------------------------|----------------|--------|-----------------------------|
| 18 May 2020 11:07 AM | 0:6:18 Hrs(11:14 AM)                 | 8.0/10.0       | Pass   | <a href="#">View Result</a> |

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Career Edge - Knockdown the Lockdown : Batch 01

Make Impactful Presentations

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

**My Attempts**

| Attempted On         | Attempted Duration (Submission Time) | Marks Obtained | Status | Action                      |
|----------------------|--------------------------------------|----------------|--------|-----------------------------|
| 18 May 2020 11:41 AM | 0:7:3 Hrs(11:48 AM)                  | 6.0/10.0       | Pass   | <a href="#">View Result</a> |

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CELESTY EDGE - Knockdown the LOCKDOWN! Batch 01

Develop Soft Skills that Industry Demands

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 Already cleared At the End of Assessment.

My Attempts

| Attempted On         | Attempted Duration (Submission Time) | Marks Obtained | Status | Action                      |
|----------------------|--------------------------------------|----------------|--------|-----------------------------|
| 18 May 2020 12:08 PM | 0:33 Hrs(12:12 PM)                   | 9.0/10.0       | Pass   | <a href="#">View Result</a> |

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## COMMUNICATE TO IMPRESS:

### \* Communicate to impress :

Introduction :- communication involves intonation, actions, body language, facial expressions, non verbal communication devices

lesson :- Communication can be verbal, non-verbal, visual, written. Process of Communication includes channel, encoder, decoder, sender and Receiver.

- From the case study we come to know that lot of noise around the sender or Receiver can act as a barrier to the communication process.
- Barriers can be physical, cultural, perceptual, gender, language, Psychological Barrier.
- Communication can be verbal or non-verbal
- Non verbal communication can be in the form of facial expression, paralanguage, gestures, Postures, eye contact etc
- Speaking with the right choice of words, tone and volume will have the required effect. Addressing a small group of people with a smile and making eye contact will hold their attention. Being well dressed along with open body language helps in a sales pitch.

Conclusion :- Words are not the only way of communicating

## DELIVER PRESENTATION WITH IMPACT:

classmate

Date \_\_\_\_\_

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- \* Deliver Presentations with impact -
  - Before creating a presentation go through 5W's i.e., What, Who, Why, Where, When.
  - While making presentation, number of slides should be less. Fewer words, and the language should be simple.
  - Add few images per slide and one thought per slide
  - Effective use of Quotations. Include FAQ's and final slide as a thank you.
  - Font should be readable. Use images and flowcharts to simplify contents. Background should be simple.
  - Before presentation make notes, Rehearse it, gather all materials.
  - ~~While presenting~~ while presenting speak clearly and involve the audience

## DEVELOP SOFTSKILLS FOR THE WORKSLACE:

- \* Develop Soft skills for the workplace
  - Softskills include Communication skills, Time management, Negotiation skills, Critical thinking, Business Etiquette & Team work.
  - Softskills teaches to express thoughts effectively.
  - Work in team, interview handling, Ability to empathize, Self awareness, learning and sharing Interpersonal skills, Build confidence, Good work ethic are some of the importance of soft skills.
  - Softskill are important for career growth and maintaining the relationships.

Date:

18-05-2020

Name:

POOJA K S

|                |  |                              |                                     |
|----------------|--|------------------------------|-------------------------------------|
| <b>Course:</b> | <b>Python programming</b>  | <b>USN:</b>                  | <b>4AL17EC070</b>                   |
| <b>Topic:</b>  | <b>Introduction,basics:small program,data types,operation with data types,functions and conditions,processing user inputs,loops,building a program</b> | <b>Semester and section:</b> | <b>6<sup>th</sup> sem and B sec</b> |

**Section 1 : Introduction**

Apps Review :

1. Command Line Based interactive English dictionary
2. Web Maps on the Browser
3. Python Blocker of Disturbing Websites
4. Portfolio website
5. Desktop Bookstore app
6. Webcam Motion Detector and Plotter
7. Web Scraping Program
8. Web Visualizer on The Occurrence
9. Web app with database Backend and email sending features
10. Web app with Download - Upload Features

**Section 2 : The Basics : Small Program**

first Code : to import date and time

```
import datetime
print(datetime.datetime.now())
o/p : datetime.datetime(2019, 8, 31, 18, 40, 33, 391716)
```

Command for exit : exit()

Command to open the previous saved code : python code\_name.

```
import datetime
print("the date and time is")
print(datetime.datetime.now())
or
import datetime
print("the date and time is", datetime.datetime.now())
or
import datetime
x = datetime.datetime.now()
print(x)
```

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**Section 3 : The Basics : Data types**

Variables : Variables are names to store values. Variable name can start with number or any symbol.

```
x = 10 // int
y = "10" // string
sum = x + y
sum = y + y
#& print(sum, sum)
o/p : 20 1010
```

- We can use type() function to print the type of the variable
- We can create a list of numbers using 'range'

for example : list(range(1, 10))  
o/p : [1, 2, 3, 4, 5, 6, 7, 8, 9, 10]

also specify a step as a third argument -

```
ex : list(range(1, 10, 2))
o/p : [1, 3, 5, 7, 9]
```

"Hello".upper → o/p : HELLO  
"Hello".title → o/p : Hello'

- Tuple-types : By using tuple we can add the value to the variable.

```
For ex : x = (1, 2, 3)
x.append(5)
o/p : (1, 2, 3, 5)
>x, remove(3)
o/p : (1, 2, 5).
```

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integers : rank=10    floats : temp = 10.2    strings : name = "gack"
egg = 12              train = 11.2              serial = "winner"
people = 13

lists : members = ['joy', 'happy', 'enjoy']
numerical = [1, 2, 3, 10, 15]

Dictionaries :

```
phone_numbers = {"sam": "919269", "john": "717272"}
dictionaries = {"sam": 1234, "joy": 3456}
```

Keys : phone\_numbers.keys()
Values : phone\_numbers.values()

Tuples : vowels = ('a', 'i', 'o', 'e', 'u')
digits = (1, 2, 3, 4, 5, 6)

To find attributes - dir(str), dir(list), dir(dict)
To find Built-in functions - dir(\_\_builtins\_\_)

**Section 4 : The Basics : Operations with data types**

```
monday_temp = [1, 2, 4, 6, 0, 9]
monday_temp.clear()
// This clears the content //
o/p : monday_temp = []
```

**Indexing and Slicing**

```
days = ["mon", "Tue", "wed", "Thurs", "Fri", "Sat", "Sun"]
days[1:3]
o/p : ["mon", "Tue", "wed"]
days[-2:]
o/p : ["Sat", "Sun"]
```

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(W Date Page)

**Section 5 : The Basics : Functions and Conditionals**

```
def mean(mylist):
    the_mean = sum(mylist) / len(mylist)
    return the_mean
print(mean([1, 4, 6]))
o/p : 3.6666
```

- Print is used to print the value to the o/p.
- Return name is same as Return o in C++
- To define a function :

```
def cube_volume(a):
    return a * a * a
```

- To define conditional statements

```
def for(temp):
    if temp > 25:
        return "hot"
    elif 25 <= temp <= 15:
        return "warm"
    else:
        return "cold"
```

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### Section 6 : The Basics : Processing User input.

```
User_input = input("enter your name : ")
message = "Hello %s" % user_input
or message = f"Hello {user_input}"
print(message)
if : enter your name: vidur
Hello vidur.

Section 7 : The Basics : loops
monday_temp = [9.1, 8.8, 7.6]
for temperature in monday_temp :
    print(around(temp))
else : 9
    9
    8
```

```
while username != "nypy" :
    username = input("enter resername : ")
```

### Section 8 :-

```
def sentence_maker(phrase):
    interrogatives = ("how", "what", "why")
    capitalized = phrase.capitalize()
    if phrase.startswith(interrogatives):
        return "{}?".format(capitalized)
    else:
```

```
    return "{}.".format(capitalized)
```

```
results = []
while True:
    user_input = input("Say something!")
    if user_input == "\end":
```

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break

else :

```
    results.append(sentence_maker(user_input))
print(*join(results))
```

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