**DAILY ASSESSMENT FORMAT**

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| **Date:** | **20th May 2020** | **Name:** | **Varshini MN** |
| **Course:** | **TCS-ion** | **USN:** | **4AL16EC089** |
| **Topic:** | **Ace Corporate Interviews**  **Learn Corporate Etiquette**  **Write Effective Emails** | **Semester & Section:** | **8th B** |
| **Github Repository:** | **varshinimn-test** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Report**  **Ace Corporate Interviews**  **Objectives:**   * Preparation needed before interview * Handling interviewer’s questions * Best practices on following up on your interview * Explain the importance of an interview * Imbibe the skills and expertise an interview requires * Indentify your strengths and weaknesses   **Interview:**  Interview is a widely used process of screening applicants for jobs. It provides the most direct information about the candidate, their background and personality type.  **Preparing for a Job Interview:**  It mainly includes,   * A good assessment of yourself * Researching the organization * Updating your resume * Preparing a list of commonly asked questions   **Negotiation Skills:**  The main purpose of negotiating is to get closer to your objectives.  **Points to remember:**   * Be thoroughly prepared * Dress formally * Update tour resume * Research about Organization * Be polite * Reach before time * Brief and concise response * Be aware of body language * Be ready for handshake * Leave interview on a positive note * Don’t hesitate to negotiate * Avoid using slag * Show enthusiasm for the job   **Learn Corporate Etiquette**  **Objectives:**   * The important of Business Etiquette * The basic rules of Business Etiquette * To follow the right business attire * To follow Cubicle Etiquette   **Business Etiquette:**  Business etiquette can be defined as all the rules that one has to follow when in a business environment. One follows these rules to maintain a pleasant work environment. This is done by being courteous to co-workers, respecting them and valuing their time.  **Basic rules:**  **Introductions:**   * It is necessary to introduce the person who is new to the group before starting the conversation * Make sure you introduce everyone to each oyher and their roles   **Language:**   * Using foul language is not appreciated * Use humor to lighten a situation, but it is not advisable to poke fun at others   **Cubicle Etiquette:**   * Neat and Clean * Maintain a calendar * Few decorative items * Pen and notepad * Seek permission before entering a colleague’s cubicle   **Internet Etiquette:**   * Choose the right language when giving feedback on an online form * Respond to e-mails on time * Use a proper greeting and complimentary close in your ails * Go through FAQs of a site   **Meeting Etiquette:**   * Read the agenda before attending meeting * Carry a pen and notepad * Be attentive and take notes * Be polite while asking questions * Keep the phone on silent mode * Ask questions in the allotted time slot   **Write** **an Effective Email**  **Objectives:**   * Describe the structure of an e-mail * Develop an effective subject line and text * Utilize a few opening and closing phrases * State the Do’s and Don’ts of email writing * Draft an email using the pointers   **Email:**  Email is the short form of electronic mail. It is the information sent electronically between two or more people over a network. It involves a sender and receiver/s.  **Purpose of using email:**  An email is communication that happens in real time and can get important data across to people in various geographies. An email is a record of the communication that has happened and is stored in the server of the organization. One has to be very cautious while typing out a mail. |

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| **Date:20thMay** |  | **Name:Varshini MN** |  |
| **Course:Udemy** |  | **USN:4al16ec089** |  |
| **Topic:Python** |  | **Sem & Section:8th B** |  |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session** | | | |
| **Report :** Casting:  * When we want to specify a type on to a variable, this can be done with casting. Python is an object-orientated language, and as such it uses classes to define data types, including its primitive types.   Example:  x = int(7)  y = int(6.9)  z = int("8")  print(x)  print(y)  print(z)  **Output**:  7  6  8  **String:**   * String literals in python are surrounded by either single quotation marks, or double quotation marks. ‘hello’ is the same as “hello”. * Like many other popular programming languages, strings in Python are arrays of bytes representing Unicode characters. However, Python does not have a character data type, a single character is simply a string with a length of 1. * Square brackets can be used to access elements of the string.   Example: A = "Hello, World!"  print(A[1])  **output**: e  **Slicing:**   * Range of characters done by using the slice syntax. Specify the start index and the end index, separated by a colon, to return a part of the string.   Eg: B = "Hello, World!"  Print (b[2:5])   * Here in output the letters between 2-5 index numbers are printed this is called slicing.  Negative Indexing negative indexes used to start the slice from the end of the string  * Eg: b = "Hello, World!"   Print (b [-5:-2])  Output: 1 **String length:**To get the length of a string, use the len() function. Eg: c = "Hello, World!"  print(len(c)) output: 13**String methods**:Python has a set of built-in methods that can use on strings.  * Strip( ) method removes any whitespace from the beginning or the end. * Lower( ) method returns the string in lower case.   Eg: a = " HELLO, WORLD!"  print(a. lower())  Output: hello, world!   * upper( ), replace( ), split( ) these are the string manipulations. | | | |