**DAILY ASSESSMENT FORMAT**

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| **Date:** | **20 may 2020** | **Name:** | **Rohan shetty** |
| **Course:** | **TCS ion** | **USN:** | **4al17ec079** |
| **Topic:** | **7.ace corporate interviews**  **8.learn corporate etiquette**  **9.write effective emails** | **Semester & Section:** | **6th & ‘B’** |
| **GitHub Repository:** | **rohan-shetty-online-courses** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session:** |
| **Report:**  **Ace corporate interviews:**   * Interview process-before the interview * Preparation for a job interview * Do’s before an interview * Don’ts before an interview * During the interview: * Do’s of an interview * Don’ts of an interview * After the interview * Negotiation skills * Techniques required to being good negotiator * How to handle negotiation responses * Tips to handle responses * After getting a response from the other party * Frequently asked questions * Points to remember: * Be thoroughly prepared * Update your resume * Dress formally * Follow SMART approach while answering * Research the organization * Reach before time * Be polite   **Learn corporate etiquette:**   * What is business etiquette * Space /distance while speaking * Basic rules-courtesies-introduction * Personal details * Personal hygiene * At the cafeteria * Interrupting a person * Impolite ways of Interrupting * Dressing in business * Cubicle etiquette: * Neat and clean * Maintain a calendar * Few decorations item * Pen and notepad * Switch off lights and laptop before you leave * Seek permission before entering other’s cubicle * Internet etiquette * Meeting etiquette * Courteous at doors and elevators   **3.write effective emails:**   * What is an email * Structure of an email * Proofread * Some good opening lines * Some good closing lines * Tones of voice while typing an email |

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| **Date:** | **20 may 2020** | **Name:** | **Rohan shetty** | |
| **Course:** | **Udemy-python** | **USN:** | **4al17ec079** | |
| **Topic:** | **1.fuctions in python**  **2.methods in python** | **Semester & Section:** | **6th & ‘B’** | |
| **GitHub Repository:** | **rohan-shetty-online-courses** |  |  | |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session** | | | |
| **REPORT:**  **Functions and methods in python:**   * A function is a set of statements that take inputs, do some specific computation and produces output. * The idea is to put some commonly or repeatedly done task together and make a function, so that instead of writing the same code again and again for different inputs, we can call the function. * Python provides built-in functions like print(), etc. but we can also create your own functions. These functions are called user-defined functions.   **Programming example:**  # A simple Python function to check   * # whether x is even or odd   def evenOdd( x ):  if (x % 2 == 0):  print "even"  else:  print "odd"  # Driver code  evenOdd(2)  evenOdd(3)  **output:**  even  odd  **pass by reference in python:**   * One important thing to note is, in Python every variable name is a reference. When we pass a variable to a function, a new reference to the object is created. Parameter passing in Python is same as reference passing in Java.   **Programming examples:**  # Here x is a new reference to same list lst  def myFun(x):  x[0] = 20  # Driver Code (Note that lst is modified  # after function call.  lst = [10, 11, 12, 13, 14, 15]  myFun(lst);  print(lst)  **output:**  [20, 11, 12, 13, 14, 15]   * When we pass a reference and change the received reference to something else, the connection between passed and received parameter is broken.   **Programming examples:**  def myFun(x):  # After below line link of x with previous  # object gets broken. A new object is assigned  # to x.  x = [20, 30, 40]  # Driver Code (Note that lst is not modified  # after function call.  lst = [10, 11, 12, 13, 14, 15]  myFun(lst);  print(lst)  **output:**  [10, 11, 12, 13, 14, 15] | | | |