**DAILY ASSESSMENT FORMAT**

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| **Date:** | **20-05-2020** | **Name:** | **Sahana S R** |
| **Course:** | **TCN ION** | **USN:** | **4al17ec083** |
| **Topic:** | **Ace corporate telephone etiquett, Learn corporate etiquette, write effective email** | **Semester & Section:** | **3rd B sec** |
| **Github Repository:** | **sahanasr-courses** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Report – Report can be typed or hand written for up to two pages.** |