**DAILY ASSESSMENT FORMAT**

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| **Date:** | **20/05/2020** | **Name:** | **Shalivahan** |
| **Course:** | **TCS ion** | **USN:** | **4al18ec047** |
| **Topic:** | 1. **Ace Corporate Interviews.** 2. **Learn Corporate Etiquette.** 3. **Write Effective Emails.** | **Semester & Section:** | **4th and A sec** |
| **Github Repository:** | **shalivahan1** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Chapter 1: Ace Corporate Interviews.**  **In this chapter I have learnt,**   * **The importance of an interview.** * **Imbibe the skills and expertise an interview requires.** * **Identify the engagement rules of a face-to-face interview.** * **Know how to answer the interview questions effectively.** * **List of DO’s and DON’T’s of an effective interview.** * **Develop a good opening and closing interview strategy.** * **Identify your strength and weaknesses.** * **Describe the steps to get general information about the organization.**   **Chapter 2: Learn Corporate Etiquette.**  **This chapter covered the topics like,**   * **Business etiquette is essential to build healthy professional relationships.** * **Basic rules should be followed irrespective of our positions.** * **Courtesies to be followed at the doors and elevators.** * **Dressing and internal etiquette should be followed as per company policy.** * **Cubicle etiquette and meeting etiquette determine your professionalism.**   **Chapter 3: Write Effective Emails.**  **In this chapter I have learnt to,**   * **Describe the structure of an email.** * **Develop an effective subject line and text.** * **Utilize a few opening and closing phrases.** * **State the DO’s and DON’T’s of email writing.** * **Draft an email using the pointers taught in this session.** |

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| **Date:** | **20/05/2020** | **Name:** | **Shalivahan** |
| **Course:** | **Python by udemy** | **USN:** | **4al18ec047** |
| **Topic:** | **Interactive English Dictionary** | **Semester & Section:** | **4th and ‘A’ sec** |
| **Github Repository:** | **shalivahan1** |  |  |

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| **AFTERNOON SESSION DETAILS** |
| **Image of session** |
| **Interactive English dictionary**   * **It is a console application made by the Python programming language.** * **It takes the word from the user and returns its definition from the data.** * **It also gives the best matched word with the wrong spellings.** * **The system will be intelligent enough to suggest words.** * **Loading JSON data.** * **Taking into account bad words.** * **Implementing case sensitivity.** * **Similarity ratio between two words.** |