**DAILY ASSESSMENT FORMAT**

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| **Date:** | **20-may-2020** | **Name:** | **Sindhu S** |
| **Course:** | **TCS ion – Softskills** | **USN:** | **4AL18EC049** |
| **Topic:** | 1.Ace corporate interviews  2.learn corporate etiquette  3.write effective emails | **Semester & Section:** | **4th sem. & ‘A’ sec.** |
| **Github Repository:** | **Sindhu-course** |  |  |

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| **FOR NOON SESSION DETAILS** |
| **Image of session** |
| **Report:**  Unit 1:Ace corporate interviews   * + - * + Importance of an interview         + Imbibe the skills and expertise an interview requires.         + Identify the engagement rules of a face-to-face interview.         + How to answer the interview question effectively.         + Do’s and don’ts of effective interview.         + Develop a good opening and closing interview strategy.         + How to identify our strength and weaknesses.         + The steps to get the general information about the organization.   Unit-2:learn corporate etiquette-   * The importance of business etiquette. * Basic rules of business etiquette. * To fallow the right business attire. * How to fallow cubical etiquette. * Do’s and Don’ts of internet and meeting etiquette.   Unit-3:write effective E-mails  Describe the structure of the email.  Develop an effective subject line and text.  Utilize a few opening and closing phrases.  Do’s and Don’ts of email writing.  How to fallow company’s email policy.  Importance of responding to emails promptly. |

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| **Date:** | **20-May-2020** | **Name:** | **Sindhu s** | |
| **Course:** | **Python from Udemy** | **USN:** | **4AL18EC049** | |
| **Topic:** | **Application1:Build an interactive English dictionary** | **Semester & Section:** | **4th sem. & ‘A’ sec.** | |
| **AFTERNOON SESSION DETAILS** | | | |
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| **Report:**   * **Interactive English dictionary:**   + **It is the console application made by the python programming language.**   + **It takes the word from the user and returns its definition from the data.**   + **The system will be intelligent enough to suggest words.**   + **Loading JSON data.**   + **Taking into account bad words.**   + **Implementing case sensitivity.**   + **Similarly ratio between the two words.** | | | |