

DAILY ASSESSMENT FORMAT

Date:	20th May 2020	Name:	Soundarya NA
Course:	TCS ION	USN:	4AL16EC077
Topic:	Ace Corporate Interviews Learn Corporate Etiquette Write Effective Emails	Semester & Section:	8 th - B
Github Repository:	Soundaryana-courses		

FORENOON SESSION DETAILS

Image of session

Total Marks	Pass Marks	Attempts Taken	Duration	Start Time	View Assessment Analysis	Already cleared assessment.
10.0	4.0	01	10 Mins	17 May 2020 12:00 AM TO 16 Jul 2020 12:00 AM	At the End of Assessment	
My Attempts						
Attempted On	Attempted Duration (Submission Time)		Marks Obtained	Status	Action	
20 May 2020 11:14 AM	0:3:23 Hrs(11:17 AM)		7.0/10.0	Pass	View Result	

Total Marks	Pass Marks	Attempts Taken	Duration	Start Time	View Assessment Analysis	Already cleared assessment.
10.0	4.0	01	10 Mins	17 May 2020 12:00 AM TO 16 Jul 2020 12:00 AM	At the End of Assessment	
My Attempts						
Attempted On	Attempted Duration (Submission Time)		Marks Obtained	Status	Action	
20 May 2020 12:03 PM	0:4:45 Hrs(12:08 PM)		7.0/10.0	Pass	View Result	

Pass Marks	Attempts Taken	Duration	Start Time	View Assessment Analysis	Already cleared assessment.
4.0	01	10 Mins	17 May 2020 12:00 AM TO 16 Jul 2020 12:00 AM	At the End of Assessment	
Attempted Duration (Submission Time)		Marks Obtained	Status	Action	
0:5:45 Hrs(01:01 PM)		8.0/10.0	Pass	View Result	

Report:

Ace Corporate Interviews:

Introduction: Interview is a skill which requires practice and preparation. Interview is a widely used process of screening applicants for jobs. It provides the most direct information about a candidate, his/her skills, background and personality type.

Objectives:

- Preparation you'd need to do before an interview

- Handling interviewers' questions and communication strengths
- Best practices on following up on your interview

Interview: Every interview is an experience of learning which takes place during the preparation. It is useful for the interviewer you are appearing for. The initial preparation requires a thorough investigation of skills, accomplishments, expertise and your interests. The interview preparation includes 4 Ps i.e., prepare, practice, present and participate.

Dress appropriately as per the corporate setting. Take care of personal grooming and cleanliness. Reach 10-15 minutes early. Be sure about the interview time and location, find out how long it takes to get there. Don't stay up late at night. Don't overeat or have carbonated soft drinks. Don't hold negative thoughts of not being selected. Don't feel nervous. Don't forget to be courteous to everybody.

Negotiation Skills: The main purpose of negotiating is to get closer to your objectives. As people say, "Negotiation is all about a win-win situation."

Techniques required to be a good negotiator:

- Put yourself in the other persons shoes and consider how they would react to your proposals
- Do not stick to a specific point of negotiation.
- Follow different styles and mannerism to negotiate
- Be comfortable in whatever style you choose
- Be calm, relaxed and focused

Tips to handle responses:

- Don not feel obliged to respond immediately; take time, ask for clarifications, if required
- Write down the key notes/points, if required
- Evaluate the given proposal and compare it with what you have proposed
- Discuss the responses in detail
- Share your feedback on the terms offered
- Talk about the inconsistencies, if any
- Give suggestion on how things can move closer forget to be polite
- Negotiate in a calm but firm way and don't forget to be polite
- Settle the things if it is agreeable to you
- Always have a written agreement to any
- Give suggestions on how things can move closer to put objectives
- Negotiate in a calm but firm way and don't forget to be polite
- Settle the things if it is agreement to you
- Always have a written agreement to avoid disputes in future
- Always conclude on good terms
- Give a positive response for continuing correspondence

Conclusion: Skills and expertise plays an important role in interview. To answer the interview questions effectively the engagement rules of face-to-face interview. Do's and Don'ts of an effective interview is used to develop a good opening and closing interview strategy.

Learn Corporate Etiquette

Introduction: To learn corporate etiquette will teach you how smile, being punctual, maintaining a neat cubicle and good relationship with co-workers will help you in progressing to higher levels in your profession.

Objectives:

- Basic rules to be followed in a business environment
- Importance of business dressing
- Importance of cubicle etiquette
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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 of Business etiquette:

- Business cards are used to build your contact list
- Always maintain a distance of an arm or more when interacting with an acquaintance. This ensures that you do not invade the persons personal space
- During presentation or a meeting, listen to the speaker carefully
- It is necessary to introduce the person who is new to the group before starting the conversation
- Using foul language is not appreciated
- Keep your voice low but audible at all the times
- Enquiring about someone s personal life may not be appreciated by all
- Interrupting a person when they are speaking is considered rude

Basic rules of Internet etiquette:

- Respond to emails on time
- Choose the right language when giving feedback on an online form
- Use a proper greeting and complementary close in your mails
- Send individual mails rather than to an entire group

Basic rules of cubicle etiquette:

- Neat and clean
- Maintain a calendar
- Remove post-its
- Do not be overly inquisitive
- Do not leave important documents open
- Do not play in your cubical
- Few decorative items
- Pen and notepad

Basic rules of meeting etiquette:

- Read about the agenda/subject before attending a meeting
- Carry a pen and notepad to the meeting
- Be punctual. Reaching before time is always helpful
- Be polite when asking questions
- Do not interrupt the speaker
- Do not argue and make the meeting your battle field
- Do not forget to give feedback when asked for

Conclusion: Business etiquette is essential to build healthy professional relationship. Courtesies should be followed at the door and elevator. Cubicle etiquette and meeting etiquette determine your professionalism.

Write Effective Emails:

Introduction: Writing an effective email will help us to understand making the right impact in the professional world. Email includes the appropriate subject line and follow a proper email structure.

Objectives:

- Learn the structure of an email
- Explain do's and don'ts of email writing
- Learn to word an effective subject line to ensure that your email is opened

Email: Email is the short form for electronic mail. It is the information sent electronically between two or more people over a network. It involves a sender and receiver. An email 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.

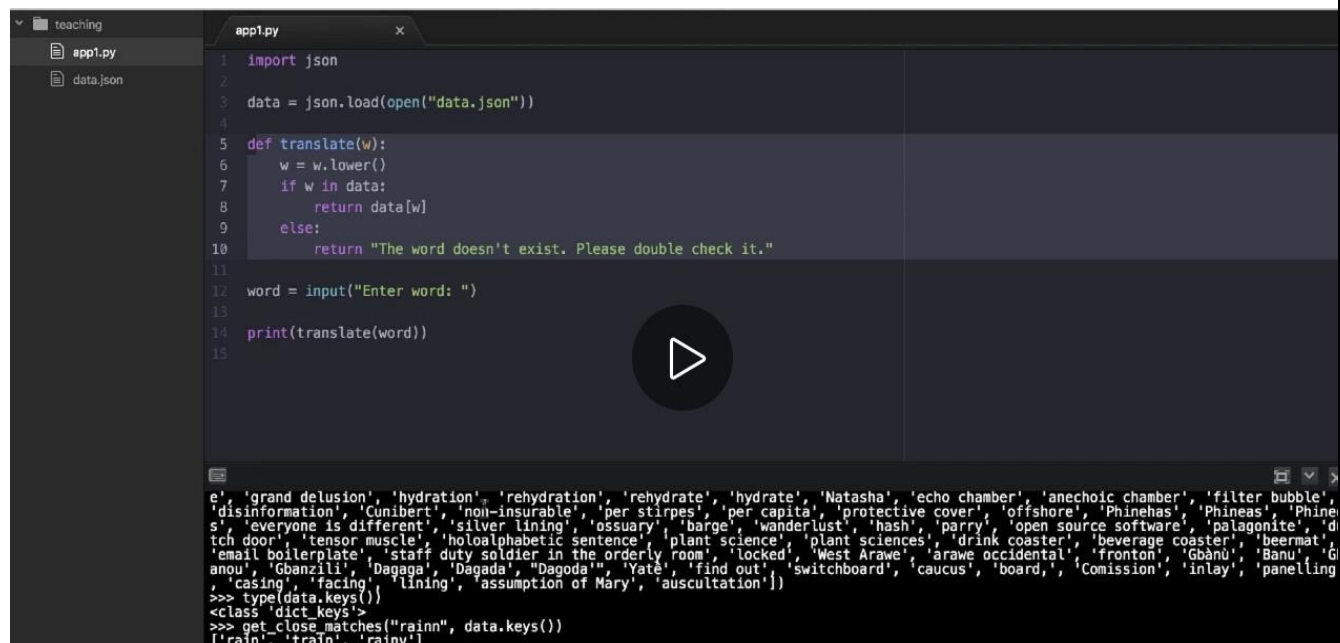
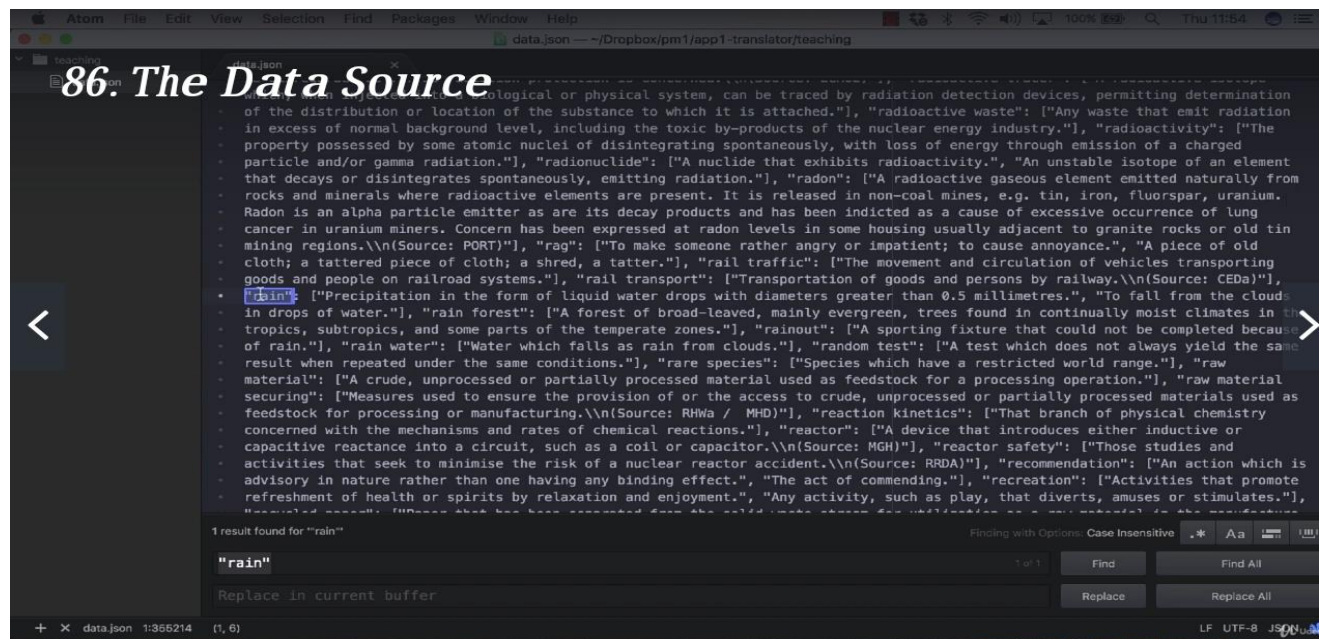
Use a strong subject line. Type the correct email id. Keep your email short. Write about only one topic in one email. Be polite and use correct spelling and grammar. Carbon Copy only to concerned people. Follow company policy. Don't use all upper case or all lower case. Don't use unnecessary humor. Don't use one-word responses. Don't use email for gossip. Don't reply with attachment all the time. Don't use too many short forms, SMS language.

Conclusion: In this module I learnt to write effective email using subject line and text. Learnt to use few opening and closing phrases and do's and don'ts of email writing.

Date:	20th May 2020	Name:	Soundarya NA
Course:	UDEMY	USN:	4AL16EC077
Topic:	PYTHON: Application 1: Build an Interactive English Dictionary	Semester & Section:	8 th - B

AFTERNOON SESSION DETAILS

Image of session



Report:

Application 1: Build an Interactive English Dictionary:

Exercise:

1. No program can be perfect. That's why new versions of every software are released continuously. The current version (1.0) of our program needs to be improved as well. Currently, when the user inputs a proper noun, such as Delhi or Paris, the program will convert the string into lowercase and it will look for the lowercase version (i.e., delhi and paris) in the datasheet doesn't have delhi or paris. it only has Delhi and Paris. Therefore, no definition is currently returned for proper nouns such as Delhi or Paris. Please try to fix this issue. You can think of adding another conditional block.

Code:

```
import json
from difflib import get_close_matches
data=json.load(open("data.json"))
def translate(w):
    w=w.lower():
    if w in data:
        return data(w)
    elif len(get_close_matches(w, data.keys()))>0:
        yn=input("Did you mean %s instead? Enter Y if yes, or N if no:" % get_close_matches(w, data.keys())[0])
        if yn == "Y":
            return data[get_close_matches(w, data.keys())[0]]
        elif yn=="N":
            return "The word doesn't exist. Please double check it."
        else:
            return "We didn't understand your entry."
    else:
        return "The word doesn't exist. Please double check it."
word = input("enter word:")
output = translate(word)
If type(output) == list:
    for item in output:
        print(item)
else:
    print(output)
```

