**DAILY ASSESSMENT FORMAT**

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| **Date:** | 18th May 2020 | **Name:** | Soundarya NA |
| **Course:** | TCS ION | **USN:** | 4AL16EC077 |
| **Topic:** | Communicate to impress  Deliver Presentations with Impact  Develop Soft Skills for the Workspace | **Semester & Section:** | 8 - B |
| **Github Repository:** | soundaryana-course |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Report:**  **Communication to impress:**  **Introduction:** Communication involves intonation, actions, body language, facial expressions, non-verbal communication devices. Importance of communication, process of communication, barriers of communication, difference between verbal and non-verbal communication and the use of communication has been discussed in this module.  **Objectives:** Learn to communicate effectively using a combination of verbal and non-verbal communication methods.  **Communication:** Communication is an act of sending information from one person to another. The definition may seem simple but the actual process is complex.  Verbal, non-verbal, visual, written are the types of communication. Process of communication includes sender, encoder and channel. Physical, cultural, gender, psychological, language and perceptual are the types of barriers to communication. Non-verbal communication includes facial expressions, paralanguage, gestures, posture, eye-contact and appearance. Verbal communication plays an important role in effective communication and makes sure that the sender’s message reaches the receiver without too many barriers.  **Conclusion:** Communication is an art of sending and receiving information.  **Deliver presentation with impact:**  **Introduction:** Presentation includes attractive Presentation, audience connect and audience interaction.  **Objectives:**   * Create attractive Presentation * Engage the audience * Do’s and Don’ts * Handling questions   **Presentation:** Keep the number of slides to the minimum. Jargon and slang should be avoided. The language used should be simple and understood by all. Do not overlap sub topics in the same slide. Use images to simplify content. Avoid all uppercase. Effective use of quotations. Do not use unnecessary sound and animation. Use visual aids.  **Conclusion:** Maintain time while presenting. Explain the points with anecdotes. Maintain eye contact. Use humor. Check on tone, pace and volume of your voice.  **Develop soft skills for the workspace:**  **Introduction:** This module includes importance of soft skills, distinguish between hard and soft skills.  **Soft skills:** Soft skills are people skills that are difficult to quantify and measure. These skills help you maintain healthy relationships. Soft skills include time management, negotiation skills, critical thinking, self-confidence, business etiquette, goal setting, team work, communication skills. Soft skills are intangible. Can be applied to all sectors of work. Can be identified by how you conduct yourself. Interpersonal skills, empathy, self-confidence, ability to speak well, ability to work in a team.  **Hard skills:** Hard skills are tangible. Accounting, computer skills, welding, carpentry, nursing, tailoring, etc. Hard skills are not common to all sectors of work. Can be identified by certification, degree.  **Conclusion:** Both hard skills and soft skills give career growth. Soft skills are important in maintaining healthy personal and professional realtionships. |

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| **Date: 18th May 2020** | **Name:SoundaryaNA** |  |  |
| **Course: Udemy** | **USN:4AL16EC077** |  |  |
| **Topic: Python** | **Semester & Section:8th B** |  |  |
| **AFTERNOON SESSION DETAILS** | | | | |
| **Image of session** | | | | |
| **Report:**  Import datetime  Print (“The date and time is”, now())  **Variables:**   1. Import datetime   Mynow=datetime.datetime  Print(mynow)   1. Mynumber=10   Mytext=”Hello”  Print(mynumber, mytext)   1. Int x=10   y=10  sum1=x+x  sum2=y+y  print(sum1,sum2)   1. x=10   y=”10”  z=10.1  sum1= x+xsum2=y=y  print(sum1,sum2)  print(type(x), type(y),type(z))  Result: 20 1010  <class ‘int’><class ‘str’><class ‘float’> | | | | |