**DAILY ASSESSMENT FORMAT**

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| **Date:** | **20/05/2020** | **Name:** | **P v sai suraksha** |
| **Course:** | **TCS-IONCAREEREDGE** | **USN:** | **4AL17EC064** |
| **Topic:** | **Ace corporate interview , learn corporate etiquette , write effective emails** | **Semester & Section:** | **6th sem B sec** |
| **Github Repository:** |  |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Report – Report can be typed or hand written for up to two pages.**  **how to ace a corporate interview?**  **\*Research should always be your first step after accepting an interview. Gathering background information on employers is crucial to successful interview preparation.**  **\*Practice makes perfect (or at least leads to improvement). Conduct practice interviews with a friend or family member, and ask for their feedback. You can also record or videotape your responses so you can review your answers and check your**[**body language**](https://www.thebalancecareers.com/body-language-tips-for-your-next-job-interview-2060576)  **\*t is very important to be on time for the interview. On time means ten to 15 minutes early. If need be, take some time to drive to the office ahead of time or check out other options for getting there so you know exactly where you are going, how long it will take to get there, and what the transportation and parking situation looks like.­­­­**  **Learn corporate etiquette.**  **\*Practice proper business etiquette on a daily basis. The only way to ensure you will exude proper business etiquette when meeting with executives is to practice. Do not reserve you best behavior for important clients. Instead, use it every day on all of your coworkers until it becomes second nature.**  **­­**  **How to write emails effectively?**  **\*Don't overcommunicate by email.**  **\*Make good use of subject lines.**  **\*Keep messages clear and brief.**  **\*Be polite.**  **\*Check your tone.**  **\*Proofread.**  **\*Email is one of the most widely used forms of communication both in and out of the workplace. Because of its speed and efficiency, you will likely use email in some capacity no matter your role or industry. You can write professional emails for a variety of reasons.** |

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| **Date:** | **20/05/2020** | **Name:** | **P v sai suraksha** |
| **Course:** | **Python** | **USN:** | **4AL17EC064** |
| **Topic:** | **Python statements.** | **Semester & Section:** | **6th sem B sec** |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session**      **Python statements:** What is if...else statement in Python? **\*Decision making is required when we want to execute a code only if a certain condition is satisfied .The if…else statement is used in Python for decision making**    **For and while loops:**  **\*In Python, "for loops" are called iterators. Just like while loop, "For Loop" is also used to repeat the program. But unlike while loop which depends on condition true or false. "For Loop" depends on the elements it has to iterate.** | | | |