**DAILY ASSESSMENT FORMAT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | **21/05/2020** | **Name:** | **P v sai suraksha** |
| **Course:** | **TCS-IONCAREEREDGE** | **USN:** | **4AL17EC064** |
| **Topic:** | **Learn corporate telephone , Understanding accounting fundamentals,Gain foundation skills in IT.** | **Semester & Section:** | **6th sem B sec** |
| **Github Repository:** |  |  |  |

|  |
| --- |
| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Report – Report can be typed or hand written for up to two pages.**  **Learn corporate telephone .**  **\*** **Introduce yourself. Even in the age of caller ID, it can be jarring to pick up the phone and jump right into a conversation. Remind the person you’re calling who you are and why you’re reaching out. They will appreciate the courtesy even if they recognized your name and number when they picked up.**  **\* Speak clearly. Enunciation is so important when you don’t have body language cues to pick up on. Be sure to speak carefully and slowly so that the person on the other end of the line can understand you.**  **\* Listen to requests. When you’re busy multitasking, it can be hard to focus on the requirements of the person on the phone. Set other tasks aside as you actively listen to requests from the caller. Ask follow-up questions for clarification and to show that you’re engaged in the conversation.­­­­**  **\* Make the kind of call you’d like to receive. The Golden Rule applies to just about everything in life, but this is especially true in the business world. Treat callers the way you like to be treated on the phone. That means making easy, friendly conversation that accomplishes goals for both parties..**  **­­**  **Understanding accounting fundamentals:**  **\* Accounting Fundamentals covers all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.**  **\*** **'The fundamentals of financial accounting' explores the basic ideas of financial accounting: the way accounting actually works, the logic behind the double-entry recording system, and the contents of the basic financial statements balance sheet, income statement, and cash flow statement.**  **Gain foundation skills in IT:**  **\*Foundational Skills. Many of the new ELA standards identify a set of skills students must master before they can become fluent readers. These skills include the alphabet, the concept of print, phonological awareness, phonics, high-frequency words, and fluency.**  \***The working world is progressing rapidly.  Employees today are often being asked to adapt to new and increasingly complex work requirements.  To remain agile and competitive, organisations need employees with strong foundation skills** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | **21/05/2020** | **Name:** | **P v sai suraksha** |
| **Course:** | **Python** | **USN:** | **4AL17EC064** |
| **Topic:** | **Useful operators in python.** | **Semester & Section:** | **6th sem B sec** |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session**    **Useful operators in Python :**  **\*** **These operators compare the values on either sides of them and decide the relation among them. They are also called Relational operators.**  **\*Arithmetic Operators are used to perform mathematical calculations. Assignment Operators are used to assign a value to a property or variable. Assignment Operators can be numeric, date, system, time, or text. Comparison Operators are used to perform comparisons. Concatenation Operators are used to combine strings.** | | | |