(1)

Date :- 10/5/2020 Name :- sus' Poojary sushant

Course :- TCS ION USN :- 4AI18EC400

Topic :- - Ace corporate interviews Semester :- 6th sem 'B' sec

- learn corporate Etiquette

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Report

✡ what is an interview

- Interview is a widely used process of screening applicants for job
- It provides the most direct information about a candidate i.e his/her skills, background & personality type

Gary Dessler - "An interview is a procedure designed to obtain info from a person oral response to oral inquiries"

Bovee & Thill - "An interview is any planned conversation with specific purpose involving two or more people"

✡ Interview process

- Preparation of job interview
- 4P's - Prepare, Practice, Present & Participate.
- Preparing for an interview includ
  - → A good assessment of yourself
  - → Researching the organization
  - → updating the resume
  - → Preparing a list of commonly asked questions.
  - → understanding the venue details
- Do's before interview
  - → Dress appropriately as per the corporate setting
  - → Take care of personal grooming & cleanliness
  - → Reach 10-15 min early

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- Donts before interview
  - → Don't stay up late at night
  - → Do N't overeat or have carbonated soft drink
  - → Don't hold -ve thoughts
  - → Don't feel nervous
- Interview Process
  - → suit
  - → long sleeved shirt
  - → Black or Brown matching belt
  - → with or without tie
  - → Neat hairstyle
- Frequently asked questions
  - → Be Brief while responding
  - → Don't include the life history
  - → Talk about relevent work experience
  - → show your interest in joining
  - → Talk about strengths & skills

☆ Business Etiquette

It is defined as all the rules that one has to follow when in a business environment.

Basic Rules

- Business cards
- space
- Introduction
- In a meeting
- language
- Personal Details
- Personal Hygiene
- At the cafeteria

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Cubicle Etiquette

-> Neat & clean
-> Maintain a calendar
-> Few decorative items
-> Pen & notepad
-> Switch off lights & laptop
-> Remove post-its
-> seek permission before entering a colleague's cubic

Internet Etiquette

-> Choose the right language when giving feed back on an online form
-> Respond to e-mails on time
-> Make sure the mail is crisp & has a good subject line

Meeting Etiquette

-> Read about the agenda/subject before attending the meeting
-> carry a pen & notepad to the meeting
-> Be punctual. Reaching before time is always helpful
-> Be attentive & take note
-> Dress appropriately
-> Ask question in allotted time slot

☆ Writ Effective Emails

Structure of Email

To - Email id of primary person
cc - carbon copy
Bcc - Blind carbon copy
Subject - informative

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Status : Pass

Assessment Date : 20-05-2020 16:16:50 (GMT+05:30)

Performance Level : **Moderate**

8.00	10.00	4.00	80.00	M
Your Total Score	Assessment Score	Cut-Off marks (Pass Marks)	Your Percentage	Performance Category

This report helps you to achieve your targets as per below stated objectives:

- Improve your conceptual understanding
- Address specific areas of improvement personalized to you

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Status : Pass

Assessment Date : 20-05-2020 12:41:40 (GMT+05:30)

Performance Level : **Moderate**

8.00	10.00	4.00	80.00	M
Your Total Score	Assessment Score	Cut-Off marks (Pass Marks)	Your Percentage	Performance Category

This report helps you to achieve your targets as per below stated objectives:

- Improve your conceptual understanding
- Address specific areas of improvement personalized to you

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sushant poojary

Status : Pass

Assessment Date : 20-05-2020 15:13:27 (GMT+05:30)

Performance Level : **Low**

5.00	10.00	4.00	50.00	L
Your Total Score	Assessment Score	Cut-Off marks (Pass Marks)	Your Percentage	Performance Category

This report helps you to achieve your targets as per below stated objectives:

- Improve your conceptual understanding
- Address specific areas of improvement personalized to you

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Date:- 20/5/20 Name:- Poojary sushant

Course:- The Python Mega course USN:- 4AU18EC400

Topic:- ~~Introduction~~ Build an interactive English Dictonary Semester:- 6th sem 'B' sec

Report:-

Build an Interactive English Dictonary

Code1.1:

```
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 w.title() in data:
        return data[w.title()]
    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)
```

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code 1.2:

```
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 w.title() in data:
        return data[w.title()]
    elif w.upper() in data:
        return data[w.upper()]
    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)
```

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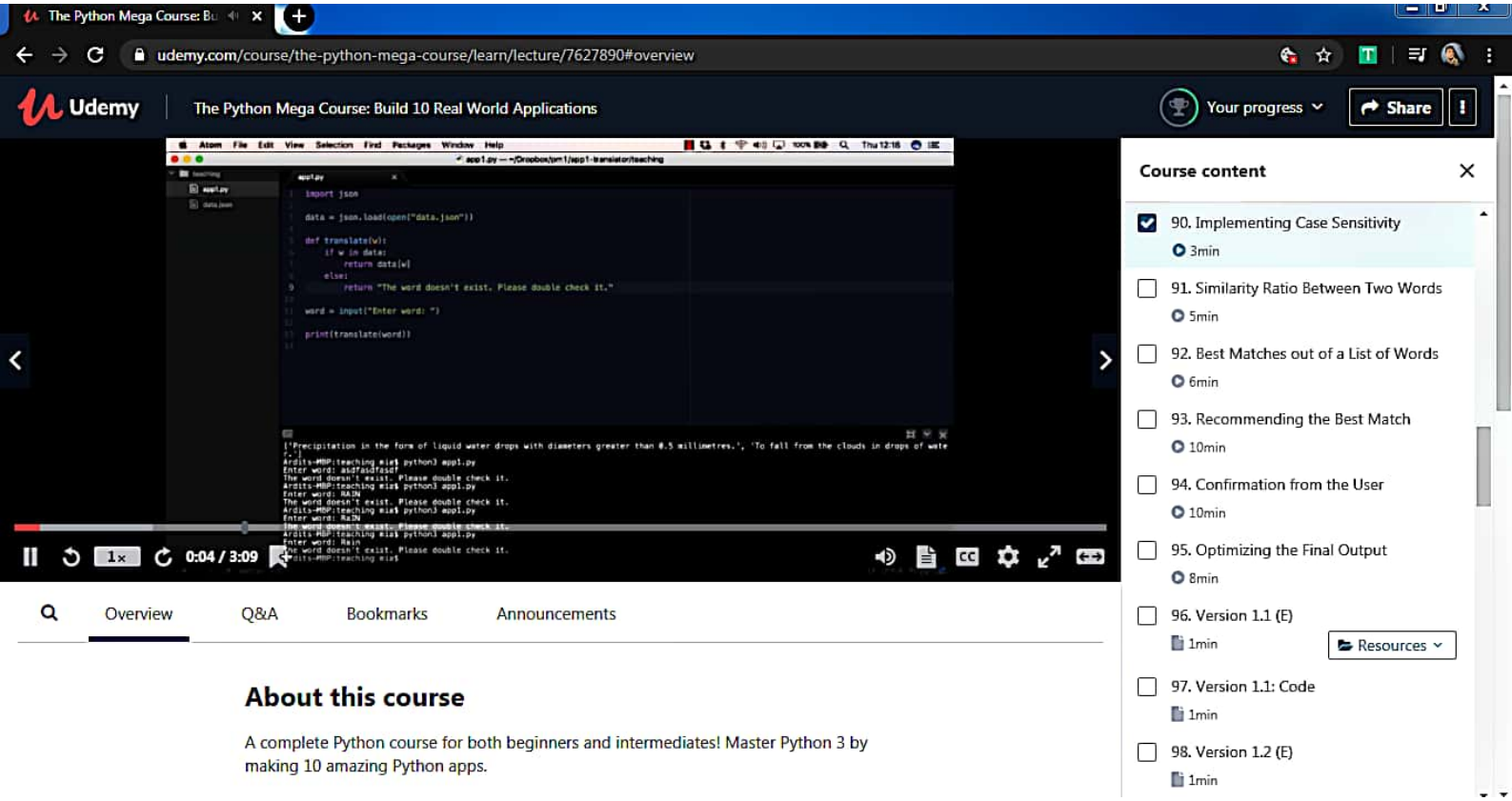

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