

Date :- 20/5/2020

Name :- Sus' Poojary sushant

Course :- TCS ION

USN :- 4A18EC400

Topic :- - Ace corporate
interviews

Semester :- 6th sem 'B' sec

- learn corporate Etiquette

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 re 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
- 4 P's - Prepare, Practice, Present & Participate.
- Preparing for an interview include
 - 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

• Don'ts before interview

②

- Don't stay up late at night
- Don'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 relevant work experience
- show your interest in joining
- Talk about strengths & skills

★ Business Etiquette

It's 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

Cubicle Etiquette

- Neat & clean
- Maintain a calendar
- Few decorative items
- Pen & notepad
- Switch off lights & laptop
- Remove post-its
- seek permission before entering a colleagues cubicle

Internet Etiquette

- choose the right language when giving feedback on an online form
- Respond to e-mails on time
- Make ~~use~~ 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 notes
- Dress appropriately
- Ask questions in allotted time slot

★ Write Effective Emails

Structure of Email

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



sushant poojary

Status : Pass

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

Performance Level : **Moderate** 🟡

8.00

Your Total
Score

10.00

Assessment
Score

4.00

Cut-Off marks
(Pass Marks)

80.00

Your
Percentage

M

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



sushant poojary

Status : Pass

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

Performance Level : **Moderate** 

8.00

Your Total
Score

10.00

Assessment
Score

4.00

Cut-Off marks
(Pass Marks)

80.00

Your
Percentage

M

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



sushant poojary

Status : Pass

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

Performance Level : **Low** 📉

5.00

Your Total
Score

10.00

Assessment
Score

4.00

Cut-Off marks
(Pass Marks)

50.00

Your
Percentage

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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

Date:- 20/5/20

Name: Poqjary sushant

Course:- The Python Mega course USN:- 4AU8EC400

Topic:- ~~Introduction~~
Build an interactive
English Dictionary semester:- 6th sem 'B' sec

Report:-

Build an Interactive English Dictionary

Code 1.1:

```

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: ")
        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)

```

code 1.2:

```

import json
from difflib import 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: ")
        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 did n'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)

```


The Python Mega Course: Build 10 Real World Applications

Your progress

Share

Atom

File Edit View Selection Find Packages Window Help

```

1 import json
2
3 data = json.load(open("data.json"))
4
5 def translate(w):
6     if w in data:
7         return data[w]
8     else:
9         return "The word doesn't exist. Please double check it."
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11 word = input("Enter word: ")
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13 print(translate(word))
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