**DAILY ASSESSMENT FORMAT**

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| **Date:** | **20 MAY 2020** | **Name:** | **VAISHNAVI M** |
| **Course:** | **TCS-ION CAREER EDGE** | **USN:** | **4AL18EC055** |
| **Topic:** | **1.ACE CORPORATE INTERVIEW**  **2.LEARN CORPORATE ETIQUETTE**  **3.WRITE EFFECTIVE EMAILS** | **Semester & Section:** | **IV SEM & A SECTION** |
| **GitHub Repository:** | **vaishnavi-manjunath** |  |  |

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| **FORENOON SESSION DETAILS** | | | |
| **Image of session** | | | |
| **Report – Report can be typed or hand written for up to two pages.**  There are three topics focused today. They are;  **1.ACE CORPORATE INTERVIEWS:**   * The importance of an interview. * The skills and expertise an interview requires. * To answer the interview questions effectively. * To recognize strengths and weaknesses. * To develop a good opening and closing interview strategy. * The Do’s and Don’ts of an effective interview.   **2.LEARN CORPORATE ETIQUETTE:**   * Business etiquette can be defined as all the rules that one has to follow when in a business environment. * The importance of business etiquette. * Basic rules to be followed:  1. Interrupting a person. 2. Dressing in business. 3. Cubical etiquette. 4. Internet etiquette. 5. Meeting etiquette.   **3.WRITE EFFECTIVE EMAILS:**   * To write an email using the structure of an Email. * To use a few opening and closing phrases. * To write an effective subject line and text. * The importance of responding to Emails promptly. * The Do’s and Don’ts of Email writing. | | | |
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| **Date:20 MAY 2020** |  | **Name: VAISHNAVI M** |  | |
| **Course: PYHTHON** |  | **USN: 4AL18EC055** |  | |
| **Topic: BUILD AN INTERACTIVE ENGLISH DICTIONARY** |  | **Semester & Section: IV SEM & A SECTION** |  | |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session** | | | |
| **Report – Report can be typed or hand written for up to two pages.**  **TOPICS LEARNT:**   * Interactive English dictionary - How the output will look like * The data source * Loading JSON data * Returning the definitions of a word * Implementing case sensitivity * Similarity ratio between two words * Best matches out of a list of words * Confirmation from the user * Optimizing the final output | | | |