**DAILY ASSESSMENT FORMAT**

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| **Date:** | **20 may 2020** | **Name:** | **Veronica gudagur** |
| **Course:** | **TCS ion** | **USN:** | **4al16ec091** |
| **Topic:** | **1.Ace corporate interview**  **2.Learn corporate Etiquette**  **3.Write Effective emails** | **Semester & Section:** | **8-B** |
| **Github Repository:** | **Veronica-g** |  |  |

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| **Image of session**  **C:\Users\WINDOWS PC\Pictures\test7.PNG**  **C:\Users\WINDOWS PC\Pictures\test8.PNG**  **C:\Users\WINDOWS PC\Pictures\test9.PNG** | | | |
| **Ace corporate interview**  Interview is a skill that requires practice and preparation.   * Objectives * Preparation you would need to do before an interview. * Handling the interviewer’s questions and communication strengths. * Best practices on following up on your interview. * Understand how to ace corporate interview. * What is an interview? * Interview process-before the interview. * Preparation for job interview * A good assessment of yourself. * Researching the organization. * Updating your resume. * Preparing a list of commonly asked questions. * Understanding the venue details. * Do’ s and Don’ts for the preparation. * Interview process-power dressing * Men’s interview attire. * Women’s interview attire. * Do’s and Don’ts of an interview. * Negotiation skills * How to handle negotiation response. * Tips to handle response. * Frequently asked questions in the interview. * Summary.   **Learn corporate Etiquette**   * Objectives * basic rules to be followed in a business environment. * Importance of business dressing. * Importance of cubicle etiquette. * What is business etiquette? * Basic rules-courtesies. * Greeting. * Business cards. * Space. * Introductions. * In a meeting. * Language. * Basic rules: * Personal details. * Personal hygiene. * At the cafeteria. * Basic rules to be followed: * Should not interrupt a person. * Impolite ways of interrupting a person. * Polite ways of stating your points. * Dressing in business * For Men. * For Women. * Cubicle etiquette. * Do’s and Don’ts. * Internet etiquette. * Do’s and Don’ts. * Meeting etiquette. * Do’s and Don’ts. * Courtesies at the door and elevator. * Summary.   **Write Effective emails**   * Objective. * Learn the structure of an email. * Explain do’s and don’ts of email writing. * Learn to word an effective subject line to ensure that your email is opened. * What is email? * Why do we use email? * Structure of an email. * Proofread. * Some good opening lines. * Lines to conclude your email. * Tone of voice while writing an email. * Do’s of email etiquette. * Don’ts of email etiquette. * Summary. | | | |