**DAILY ASSESSMENT FORMAT**

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| **Date:** | **21 may 2020** | **Name:** | **Veronica gudagur** |
| **Course:** | **TCS ION** | **USN:** | **4al16ec091** |
| **Topic:** | **1.Learn corporate telephone etiquette**  **2.understand accounting fundamentals**  **3.Gain foundational skills in IT** | **Semester & Section:** | **8-B** |
| **Github Repository:** | **Veronica-g** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session**  **C:\Users\Nelson\Desktop\day 10s.PNG** |
| **Learn corporate telephone etiquette**   * The power of telephone etiquette * What you say? * How you say? * How much you say? * Objectives * Essential guidelines about telephone etiquette * The difference between formal and informal communication. * Learn to take a call. * Learn to place calls on hold. * Learn to take messages. * Conduct impactful business conversation over the phone. * How to create first impression. * Be alert. * Be pleasant. * Be expressive. * Be natural. * Be distinctive. * Do’s of telephone etiquette. * Don’ts of telephone etiquette. * Phrases of making calls * Introductory phases * Formal phrases * Informal phrases * Leaving messages for unavailable person. * Formal phrases. * Informal phrases. * Dealing with connection errors * Formal phrases. * Informal phrases. * Closing the call * Formal phrases. * Informal phrases. * Phrases for receiving phone calls * Answering the calls * Formal phrases. * Informal phrases. * Asking the name of the caller * Formal phrases. * Informal phrases. * Asking the caller to hold the line * Formal phrases. * Informal phrases. * Responding to the caller * Formal phrases. * Informal phrases. * Closing the call * Formal phrases. * Informal phrases. * Taking messages * Placing the call on hold * Do’s of placing the call on hold. * Don’ts of placing the call on hold. * Voicemail etiquette * What is voicemail? * Features of voicemail. * Voice mail greetings. * Caller information * Information by called party * Examples of appropriate incoming voicemail. * Samples of appropriate outgoing voicemail. * Do’s of voicemail * Don’ts of voicemail. * Guidelines for telephone etiquette * Essential guidelines for telephone etiquette. * Telephone courtesies * Basic telephone courtesies. * Summary.   **Understand accounting fundamentals**   * Basics of accounting * Accounting is a system which collects and processes financial information of a business. * Accounting cycle.      * Double entry system of accounting. * Account classification. * Journals and ledgers. * Accounting assumption. * Accounting entity assumption. * Money measurement assumption. * Accounting period principle. * Going concern assumption. * Accounting principle and concepts. * Dual aspect principle. * Revenue realization concept. * Historical cost concept. * Matching concept. * Full disclosure concept. * Verifiable and objective evidence concept. * Modifying principle * Cost benefits principle. * Materiality principle. * Consistency principle. * Prudence principle. * Final accounts. * Income statements. * Revenue and expenses. * Balance sheet. * Assets * Cash in bank. * Securities. * Motor vehicles/real estate. * Accounts receivable. * prepaid expenses. * Assets valuation. * Liabilities. * Stockholders’ equity(owner’s equity) * Difference between the asset and liability * It comprises * Common stock * Preferred stock * Retained earnings * Current year’s net income * Debit and credit rules. * Cash flow statements. * Adjusting entries. * EOY closure. Language * Accounting standards.   **Gain foundational skills in IT**   * Interviewees seem to knowledge on various technologies like active directory, natural language processing and internet of things (IoT). * Most of the knowledge is superficial and not really working knowledge. * Having one skill can do the job in some cases ,but is not enough to be ahead of the line. * Basic algorithms. * Design patterns. * One digital skill. * Web application flow. * Spend time on project * Communicate your technical strengths upfront. * Accept what you don’t know. * Give logical paths to get to the solution. * Communication effectively. * Flow and working of http/web application. * Basics of html/JS/CSS. * Basics of AI * Linear fitment graph. * Nonlinear fitment graph. * Student management system. * Data warehouse * Analysis. * Reporting. * Data mining. * Summary. |

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