

Report on Tcsion

Corporate interview tips to remember:

1. Preparation for an effective interview include:
 - A good assessment of yourself.
 - Researching the organization.
 - Updating your resume regularly.
2. Do's before the interview
 - Dress appropriately as per the corporate setting.
 - Take care of personal grooming and cleanliness.
 - Reach 10-15 minutes early
3. Don'ts before an interview
 - Don't stay up late at night
 - Don't feel nervous
 - Don't forget to be courteous to everybody
 - Men's interview attire
 - Women interview attire
4. During the interview Do's
 - Ask for clarification if you don't understand question
 - Be brief and concise in your response
5. During the interview Don'ts
 - Don't take a seat until you are offered one.
 - don't slouch and fidget

Answers to be prepared for these questions before going to interview:

These are the common questions that are asked

- Tell something about yourself
- Why should we hire you?
- What are your strength?
- What are your weaknesses?
- What are your achievements?
- What is your career objective?

Corporate etiquettes:

- Basic rules-courtesies-Business cards
- Basic rules-courtesies-space
- Basic rules-courtesies-In meeting
- Basic rules-courtesies-Language
- Basic rules-Personal details
- Basic rules-Personal hygiene
- Basic rules-At the cafeteria
- Basic rules to be followed
 1. Interrupting a person
 2. Dressing in business
- Cubicle etiquette
- Internet etiquette
- Meeting etiquette
- Courtesies at the door and elevator

Effective emails writing:

- Describe the structure of a email
- Develop an effective subject line and text
- Utilize a few opening and closing phrases
- Draft an email using the pointers taught in the session

➤ Do's of email etiquette

1. Use strong subject line
2. Keep your email short
3. Type the correct email id
4. Reply within a reasonable time

➤ Don'ts of email etiquette

1. don't use all upper case or all lower case
2. don't use on word responses
3. don't call as soon as you send the message

ASSESSMENT REPORT :

Total Marks 10.0	Pass Marks 4.0	Attempts Taken 01	Duration 10 Mins	Start Time 17 May 2020 12:00 AM TO 16 Jul 2020 12:00 AM	View Assessment Analysis At the End of Assessment	Already cleared assessment.
My Attempts						
Attempted On	Attempted Duration (Submission Time)		Marks Obtained	Status	Action	
20 May 2020 02:42 PM	0:4:8 Hrs(02:46 PM)		9.0/10.0	Pass	View Result	

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