


DAILY ASSESSMENT FORMAT

Date:	22 may 2020	Name:	karegowda kn
Course:	TCS ION	USN:	4al16ec29
Topic:	Learn corporate etiquette, write an effective email.	Semester & Section:	6th A section
Github Repository:			

FORENOON SESSION DETAILS

Image of session

☆ Digital Learning - Career Edge - Knoc... 

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 23 May 2020 11:56 AM

Attempted Duration 0:9:1 Hrs(12:05 PM)

Marks Obtained 9.0/10.0

Status **Pass**

Action [View Result](#)



Report--

Learn corporate etiquette

Objectives:

- * Importance of business etiquette**
- * Basic of business etiquette**
- * To follow the right business attire**
- * To follow cubicle etiquette**
- * Dos and don'ts of internet and meeting etiquette**

What is business etiquette?

Business etiquette can be defined as all the rules that one has to follow when in a business etiquette.

Basic rules:

- * Cortesis and business cards**
- * Cortesis space**
- * Cortesis introduction**
- * Cortesis in a meeting**
- * Cortesies language**
- * Cortesoes personal details**
- * Personal hygiene**

Dressing in business:

Men

- * Follow the office dress code**
- * Avoid loud shirts and t shirts**
- * Coordinate the colour of your belt and shoes**
- * Avoid slippers and sandal's**

- * Shoes should be clean and well
- * Use a mild deodrent and perfume

Women

- * Follow the office dress code
- * Avoid revealing clothes
- * Keep accessories to the minimum
- * Avoid party wear to work
- * Wear well fitted and comfortable clothing
- * Do not wear loud makeup

Cubicle etiquette:

- * Neat and clean
- * Maintain a calendar
- * Few decorative items
- * Pen and notepad
- * Switch off lights and laptops while going out
- * Remove post it's
- * Seek permission before entering a colleagues cabin

Internet etiquette:

- * Choose the right language when giving feedback on an online platform
- * Respond to email on-time
- * Use a proper greetings and complimentary
- * Go through the FAQs of a site before posting any questions

Meeting etiquette:

- * Read about the agenda
- * Carry a notepad and pen to the meeting

*** Be punctual**

*** Dress appropriately**

Write an effective email

Objectives:

*** Describe the structure of an email**

*** Develop an effective text and line**

*** Utilize a few opening and closing phrase's**

*** State the dos and don'ts**

*** Draft an email using the pointers taught in the session**

What is an email?

Email is the short form of an electronic mail.it is the information sent electronically between two or more People over a network. It involves a slender and reciever.

Why use email

An email is communication that happens in real time and can get real data across to people in various geographics. An email is a record of the communication that has happened and stored in the server of the organisation one has to be very cautious while typing out a email.

Day: 22 may 2020

Name: Karegowda kn

Course: Python

USN: 4al6ec029

Topic: Basics: operations with data types Semester 6th A section

AFTERNOON SESSION DETAILS

Report –

1.conditional explained line by line

```
def mean(value):
```

```
    if type(value)==dict:
```

```
        the_mean=sum(values.value)/len(value)
```

```
    else:
```

```
        the_mean=sum(value)/len(value)
```

```
    return the_mean
```

```
mymean=mean([1,2,7,4])
```

```
print (mymean)
```

2. More on conditionals

```
def mean(value):
```

```
    if isinstance(value, dict):
```

```
        the_mean=sum(values.value)/len(value)
```

```
    else:
```

```
        the_mean=sum(value)/len(value)
```

```
    return the_mean
```

```
mymean=mean([1,2,7,4])
```

```
print (mymean)
```

3. Elif conditionals

X=1

y=1

if x > y:

 Print("x is greater than y")

elif x == y:

 Print("x is equal to y")

else:

 Print("x is less than y")

4. White space

X=1

y=1

if x > y:

 Print("x is greater than y")

elif x == y:

 Print("x is equal to y")

else:

Print("x is less than y")

5. Summary

Functions and conditionals