


## DAILY ASSESSMENT FORMAT

Date:	25 may 2020	Name:	karegowda kn
Course:	TCS ION	USN:	4al16ec29
Topic:	Learn corporate telephone etiquette, basics of accounting	Semester & Section:	6th A section
Github Repository:			

### FORENOON SESSION DETAILS

Image of session



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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	25 May 2020 11:55 AM
Attempted Duration	0:4:45 Hrs(12:00 PM)
Marks Obtained	10.0/10.0
Status	Pass
Action	<a href="#">View Result</a>



## **Report--**

### **Learn corporate telephone etiquette**

#### **Objectives:**

- \* Attend and make call in a professional manner.**
- \* Create a first good impression**
- \* Observe good telephone etiquette**
- \* Use appropriate phrases and expression**
- \* Speak clarity with expression**
- \* Take messages for others, put calls on hold arrange for call back**
- \* Take or give voice mail messages**
- \* Avoid negative expressions.**

#### **How to leave a first good impression:**

##### **APEND:**

- \* Be Alert**
- \* Be Pleasant**
- \* Be Expressive**
- \* Be Natural**
- \* Be Distinctive**

#### **Dos of telephone etiquette:**

- \* Identify yourself to caller at the beginning of call**
- \* Answer the call within 2 rings**
- \* Help the caller to correct information**
- \* Be courteous and respectful to the caller**
- \* Use considerate phrases**
- \* Be a helpful as you can**

#### **Don't s of telephone etiquette:**



- \* Don't bluff
- \* Don't speak negatively
- \* Don't sound weary
- \* Don't be impatient and rude
- \* Don't leave the call on hold for too long

## Phrase's for making phone calls

### 1.introductory phrases

#### Formal phrases:

- \* Hello
- \* Good morning/afternoon/evening
- \* This is \_\_\_\_ (name of receiver) speaking
- \* Is this \_\_\_\_ (name of organisation)

#### Informal:

- \* Hi
- \* It's \_\_\_\_ (name of the caller)
- \* I want to talk \_\_\_\_ (name of the concerned person)

### 2.Leaving messages for unavailable persons:

#### Formal:

- \* May I leave a message for Mr/Mrs \_\_\_\_ (full name of the concerned person)
- \* Could you convey to him/her that I phoned

#### Informal:

- \* Hi I want to leave a message for \_\_\_\_ ( name of concerned person)
- \* Please take down my message and pass it to \_\_\_\_ ( name of concerned person)

### 3.Closing the call:

**Formal:**

- \* Thank you for your help**
- \* Thank you for assisting me**
- \* Have a great day ahead**

**Informal:**

- \* Bye bye**
- \* Thanks**
- \* Talk later**

**Voice mail etiquette:**

**What is voice mail?**

**Voice mail's are digital recording of incoming and outgoing messages. The voice mail system allows the caller to convey a message even in the absence of called person.**

**Basics of accounting**

**Introduction:**

**Accounting is a system which collects and processes financial information of the business.**

**Accounting cycle:**

**Transaction>journal>ledger>trail balance>trading account>profit and loss account>sheet balance(closing)>balance sheet (opening).**

**Double entry system if accounting:**

- \* Each amount recorded in at least two account**
- \* For each transaction there are two aspects**
  - 1.recieving aspects**
  - 2.giving aspects**

**Accounting principles and concepts:**

- \* Dual aspect principal
- \* Revenue realization concept
- \* Historical cost concept
- \* Matching concept
- \* Full disclose concept
- \* Variable and objective evidence concept

**Day:** 25 may 2020

**Name:** Karegowda kn

**Course:** Python

**USN:** 4al6ec029

**Topic:** Basics: processing user input.

**Semester** 6th A section  
**& Section:**

**AFTERNOON SESSION DETAILS**



Report –

#### 1.user input

```
def weather_condition(temperature):
```

```
    if temperature > 10:
```

```
        return "warm"
```

```
    else:
```

```
        return "cold"
```

```
user_input = float(input("enter temperature:"))
```

```
print(weather_condition(user_input))
```

#### 2. String formatting

```
user_input = input("enter your name:")
```

```
message = ("Hello %s" % user_input)
```

```
print (message)
```

#### 3. String formatting with multiple variables

```
name = input("enter your name:")
```

```
surname = input("enter your surname:")
```

```
when = "man"
```

```
message = "Hello %s %s" % (name,surname)
```

```
message = f"Hello {name} {surname}. whats up {when}"
```

```
print (message)
```

#### 4. Summary

Input function:



```
Name = input (" enter your name:")
```

Input to a string:

```
experience_months = input("Enter your experience in months: ")
```

```
experience_years = int(experience_months) / 12
```

