Term Work File

I have attached the assignment cover page. Use this cover page for all assignments henceforth.

All assignments are to be sent in word document.

The cover page will be page 1 and page 2 onwards you will start writing your tasks.

The list of assignments are as follows:

1. cover letter and Resume

2. Project Proposal

3. Meeting and Documentation

4. Paraphrasing a Technical Paper

5. Writing an SOP

6. Summary of Mini presentation and PPTs

7. Interpersonal Skills.

The following three assignments are to be submitted before 23 September 2022.

1. **Cover letter and Resume**

5. **SOP (** You can write an SOP for any institution / University of your choice)

7. **Interpersonal Skills:** You will write a TWO PAGE report on your experience of working with your group on the following points:

(i) Leadership and Motivation

(ii) Conflict Management and Negotiation

(iii) Time Management

(iv) Assertiveness

(v) Decision Making

Write in about 150 words on each of the above points giving concrete examples

Your assignments should be placed in your folder in the order given above.

The link to your assignment folder: <https://drive.google.com/drive/folders/12gfnK4-n-9EB14nq3mqdA832zul71emo?usp=sharing>