

IIT-ROPAR
MMTTP FDP - Capacity Building Programme in Artificial
Intelligence - A Faculty Voyage Into AI April 1st, 2025

Final Project

EXIT TICKET SUMMARY
PRACTICAL WORK RECORD
Soft Skills II–BUSINESS ETIQUETTE

Task 1:

Students are required to update their LinkedIn profile to reflect their latest academic qualifications, skills, achievements, and professional aspirations. The profile should include:

- Professional Profile Picture
- Headline & Summary (About Section)
- Education Details
- Skills & Certifications
- Projects & Achievements (if any)
- Work Experience (if applicable)
- Networking (at least 10 meaningful connections related to your field)

Take a printout of your updated LinkedIn profile (including the key sections mentioned above) on A4 sheets and include it in the Practical Record.

Task 2:

Prepare a PowerPoint presentation for your self-introduction, covering key aspects of your background, academic and professional journey, career aspirations, personal interests, and unique qualities. Your presentation should be 10 slides, with a clear structure, engaging visuals, and concise content. Ensure that each slide is visually appealing and professionally formatted. Each A4 page should contain two slides.

Print and include the slides in the Practical Record.

Task 3:

Design an engaging and informative poster that highlights the best practices and common mistakes in professional cell phone / Online / E-Mail communication. Your poster should have a clear and attractive title. Divide your poster into two sections:

- Dos : List at least five best practices for professional and polite communication.
- Don'ts : List at least five mistakes to avoid in conversations.

Use icons, images, or illustrations to make your poster visually engaging. The poster can be hand-drawn or digitally designed (using Canva, PowerPoint, or any design tool). Print the poster in an A4 size and include it in the Practical Record. (Colour Printout)

Task 4

Select a country of your choice from the following list and research its business and social etiquette, focusing on dress code, dining habits, greeting customs, workplace behavior, and communication styles. Your report should include at least five relevant images (Colour) illustrating these aspects. The assignment should be structured with an introduction, a detailed analysis of etiquette practices, and a conclusion summarizing key takeaways. (United States (USA) / Canada / United Kingdom (UK) / Australia / Germany / United Arab Emirates (UAE, Dubai) / Singapore / New Zealand / China / Japan / Thailand / Malaysia / South Korea / North Korea / or any other Country).

Typed report (minimum 4 pages), printed on A4 sheets, and included in the Practical Record.

Task 5:

Students are required to interview a physically challenged individual to gain insights into their experiences with social interactions. The interview should focus on identifying:

1. Five behaviors of others that make them feel happy, respected, and included.
2. Five behaviors of others that make them feel uncomfortable, disrespected, or excluded.

The findings should be compiled into a detailed report that includes: A brief introduction to the individual (without disclosing personal details without consent). A summary of their responses regarding positive and negative behaviors they encounter. Personal reflections on how society can improve inclusivity and respect for physically challenged individuals.

Typed report (minimum 3 pages), printed on A4 sheets, and included in the Practical Record.

GENERAL SUBMISSION GUIDELINES:

- Ensure all assignments are neatly printed and arranged sequentially in the Practical Record.
- Each task should have a title page clearly mentioning the task number and title.
- Maintain professional formatting with proper headings, bullet points, and spacing.
- All pages of assignments should be in a clear, legible font (Times New Roman, Size 12, 1.5 Line Spacing).
- Include relevant images, graphs, and illustrations wherever necessary.
- Submission deadline: _____
- The Specimen copy of the Title Page of the Practical record is enclosed

KEY INSIGHTS

🌟Overall Experience

- Most students rated their experience with preparing the practical record as "**Excellent**" or "**Good**", indicating a generally positive engagement.

💡 Most Valuable Tasks (Qualitative)

Students found these activities particularly valuable:

- **Interview task:** Seen as realistic and insightful.
- **Self-introduction & LinkedIn profile update:** Helped build confidence and professional branding.
- **Multicultural etiquette report:** Fostered awareness of global business practices.
- **Poster task:** Creative engagement and communication refinement.

🔧 Challenges Faced

Commonly cited issues:

- **Time management.**
- **Finding real-world references (e.g., for task 5).**
- Some faced difficulty with **self-analysis** or presenting confidently.

Task Usefulness Ratings

(VERY USEFUL / USEFUL / MODERATE)

Task	Very Useful	Useful	Moderate
LinkedIn Profile Update	✓ High	✓	✗
Self-Introduction Presentation	✓ High	✓	✗
Communication Etiquette Poster	✓	✓	✓
Multicultural Business Etiquette Report	✓	✓	✗
Interview with a Physically Challenged Individual	✓	✓	✗

Most tasks were rated as "Very Useful", particularly LinkedIn and interview-related ones.

💬 Suggestions for Improvement

- Add a **new reflective chapter** at the end.
- Conduct **group discussions after viva** for shared learning.
- Make the **external evaluations more engaging**.
- Minor suggestion: **Better time allocation or deadline flexibility**.

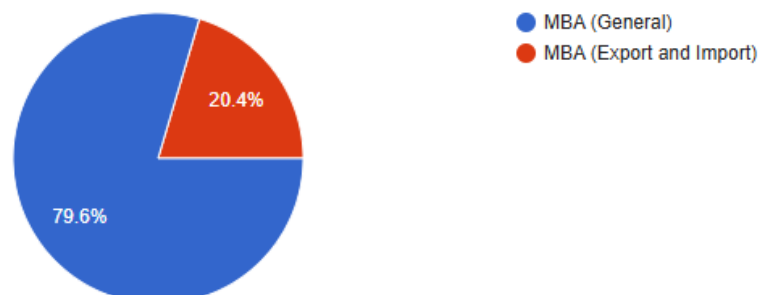
💡 Additional Comments

- Students appreciated the **real-world relevance** and **interactive nature**.
- A few noted that the experience improved their **professional preparedness**.
- Some emphasized how these tasks helped them gain **self-confidence** and **clarity about workplace etiquette**.

Programme?

49 responses

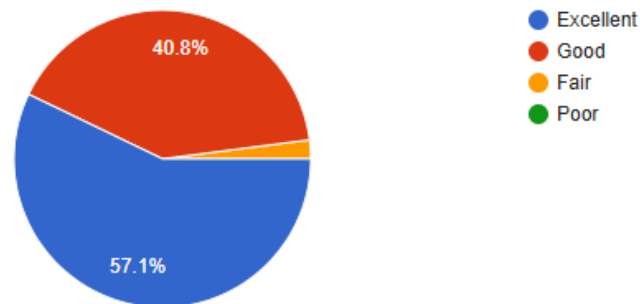
 Copy chart



How would you rate your overall experience with preparing the Practical Record?

[Copy chart](#)

49 responses



Rate the usefulness of the following tasks in enhancing your soft skills:

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