

Miscellaneous Task Instructions Summary

1. Typing Task

- Practice typing for 1 hour daily using **Typing Club**.
- At the end of the week:
 - Take a **screenshot** showing your **typing level**.
 - Upload the screenshot to your name folder.
 - Paste the link to the screenshot in your weekly task document.
- Progress will be monitored weekly.

2. Tech Seminar

- Choose a **tech topic** of interest outside your domain that a software engineer should know, such as topics related to computers, networks, operating systems, or software engineering.
- Spend 30 minutes daily preparing. Cover these three key points:
 - **What the topic is about.**
 - **Why it is important.**
 - **How it works.**
- Create a **7-minute video in English** including content and, optionally, a PowerPoint presentation (without voice overs). Ensure your face is visible to develop presentation and communication skills.
- Upload the video to **YouTube (as unlisted)** and share the link in your weekly task document.

3. Essay

- Write a **150-word essay** about your learning and review experience from the last week.
- Ensure the content is clear and well-written.
- Save the essay as a document and share the link in your weekly task document.

4. Progress Video

- Record a **3-minute video** summarizing your progress for the week.

- Upload the video to **YouTube (as unlisted)** and include the link in your weekly task document.

Task Descriptions

For each task, write a **minimum 50-word description** detailing the effort and work involved. Ensure the descriptions are well-structured.

General Review Instructions

1. Mandatory Tasks:

- From **week 1 to week 6**, all personal development and miscellaneous tasks are **mandatory**.
- From **week 6 onwards**, only the **typing task** and **tech seminar** under miscellaneous workout are **mandatory**. Other tasks are optional but recommended.

2. Task Completion:

- Complete all personal, technical, and miscellaneous workout tasks **one day prior to the review day**.
- Upload the task document, including links to all completed tasks, to your respective name folder. Ensure that appropriate access is given.

3. Review Preparation:

- Be ready with all your tasks on the review day.
- Review time will be communicated by the review coordinator. Be prepared for potential delays or an earlier start by being ready **at least an hour before the scheduled time**.

4. Consequences for Non-Compliance:

- If tasks are incomplete, the review will be **cancelled** and marked as a **week repeat**.
- If you fail to join the review on time, the review will also be **cancelled** and marked as a **week repeat**.