

## **Module 1: Effective Communication**

**Task:** Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

1. Thank you Email
2. Letter of Apology
3. Reminder Email
4. Quotation Email
5. Email of Inquiry for Requesting Information
6. Email Asking for a Status Update
7. Asking for a Raise in Salary
8. Email to Your Boss About a Problem (Requesting Help)
9. Resignation Email
10. Introduction Email to Client

### **Submission:**

- Upload the five email drafts in PDF or DOC format.

## **Module 2: Campus to Corporate**

### **Task 1: Build your Resume**

- Create a professional resume using a clean, structured format that highlights your skills, education, and achievements.
- Include the following sections: Personal Info, Objective, Education, Skills, Experience, Projects, Certifications, and Interests.

### **Task 2: LinkedIn Profile**

- Create or update your LinkedIn profile to reflect your resume.
- Ensure your profile picture, headline, and summary are professional and complete all sections: Experience, Skills, and Certifications.

### **Submission:**

- Upload the PDF of your resume in your career centre
- Provide the link to your updated LinkedIn profile in your career centre

## Module 3: Building Corporate Culture

### Task 1: Aptitude Test

Complete an aptitude test online and submit a screenshot of your results.

1. **Choose one of the following online aptitude tests:**

**(Logical Reasoning , Verbal Ability General Knowledge, Analytical Reasoning, Quantitative Aptitude)**

- <https://www.indiabix.com/online-test/aptitude-test/1>
- <https://www.indiabix.com/online-test/aptitude-test/2>
- <https://www.indiabix.com/online-test/aptitude-test/3>
- <https://www.indiabix.com/online-test/aptitude-test/4>
- <https://www.indiabix.com/online-test/aptitude-test/9>

2. **Steps:**

- Select the test that aligns with your interests or the skills you want to improve.
- Complete the online test.
- Once you've completed the test, take a screenshot of your results.

3. **Submission:**

- Upload the screenshot of your test results in **PNG, JPG, or PDF** format.
- Ensure the screenshot clearly shows your name (if applicable) and the test score or result.

### Task 2: Presentation / Self Elevator pitch Video

- Prepare a PowerPoint presentation on a topic related to corporate culture/ Project Briefing / or any assigned topic.
- Can create a 1-2 minute "elevator pitch" video introducing themselves, their skills, and their career goals.
- Record the presentation using Zoom, including both audio and slides.

#### **Submission:**

- Upload the PowerPoint (PPT) file.
- Provide a link to the recorded Zoom meeting (audio and screen sharing), Upload as **MP4, YouTube link, or Zoom recording link**

## 1st Mock Test: English Skills - Communication & Grooming

Student Name	Written English (1-5)	Verbal English (1-5)	Listening Skills (1-5)	Grooming - Dressing (1-5)	Total (20)	Explanations
Example Student	4	3	4	5	20	<b>Written English:</b> Rated on clarity, conciseness, formal tone, grammar, and sentence structure based on 5 email scenarios (out of 10).
						<b>Verbal English:</b> English communication, confidence, and clarity in answering HR questions.
						<b>Listening Skills:</b> Comprehension based on listening to an audio conversation and answering related questions.
						<b>Grooming:</b> Assessment of formal dressing during the interview.

## 2nd Mock Test: Aptitude

Student Name	Logical Reasoning (1-5)	Numerical Ability (1-5)	Verbal Reasoning (1-5)	Critical Thinking (1-5)	Problem Solving (1-5)	Total (25)	Explanations
Example Student	4	5	4	3	4	20	<p><b>Logical Reasoning:</b> Assessed on the ability to analyze and solve logical problems.</p> <p><b>Numerical Ability:</b> Evaluated on mathematical skills and number manipulation.</p> <p><b>Verbal Reasoning:</b> Assessed on understanding and reasoning using concepts framed in words.</p> <p><b>Critical Thinking:</b> Evaluated on the ability to think clearly and rationally about what to do or believe.</p> <p><b>Problem Solving:</b> Assessed on practical problem-solving skills.</p>

### 3rd Mock Test: Soft Skills

Student Name	Grooming - Formal Dressing (1-5)	Confidence (1-5)	Communication (1-5)	Interview Etiquette - Greetings (1-5)	Total (20)	Explanations
Example Student	4	5	4	5	18	<p><b>Grooming - Formal Dressing:</b> Assessment of the appropriateness and professionalism of attire.</p> <p><b>Confidence:</b> Evaluated based on body language and self-assurance during the interview.</p> <p><b>Communication:</b> Assessed on how clearly and effectively students express their ideas and answers.</p> <p><b>Interview Etiquette - Greetings:</b> Evaluated on the appropriateness of greetings and formalities observed during the interview.</p>