Gmail

Rohit Kumar <rohit.x.kumar@fosteringlinux.com>

Fwd: Instructions for Documentations and Presentations
2 messages

Rashmi Chaudhary <rashmi_chaudhary@fosteringlinux.com>   18 May 2024 at 16:18
To: Rohit Kumar <rohit.x.kumar@fosteringlinux.com>, Anurag Tiwari <anurag.x.tiwari@fosteringlinux.com>

Regards-
Rashmi Chaudhary
+91 9818860961
Chief Foxian
Fostering Linux Services Pvt. Ltd.

---------- Forwarded message ---------
From: **Rashmi Chaudhary** <rashmi_chaudhary@fosteringlinux.com>
Date: Mon, 4 Dec 2023 at 23:28
Subject: Instructions for Documentations and Presentations
To: Kartikay Kaushik <kartikay3012@gmail.com>, GAURAV SAINI <gaurav110042saini@gmail.com>,
<prakashshubham60@gmail.com>, <vinusbeniwal@gmail.com>, Pallavee Chaubey
<pallaveechaubey831@gmail.com>, Ankit Kumar <akv280501@gmail.com>, Md Moinuddin
<moinuddin6495@gmail.com>
Cc: Daily Interns Reporting <daily_interns_reporting@fosteringlinux.com>

Hi Interns,
Please also note the following instructions regarding documentation and slideshows:

Before you submit any document, please check that it has the following:
1. A relevant name
2. A Cover Page
3. Table of Contents with Dynamic Page Number Adjustment
4. Headings and Subheadings
5. A Header and a Footer (page number)
6. Consistent Formatting
7. Correct Spelling and Grammar
8. Reference links
9. Viewer Access to @Daily Interns Reporting

If you are making a presentation for any of your tasks, please note that it can be only in the following formats:
1. Impress.js
2. Google Slides

For both formats, besides the obvious spelling, grammatical and punctuation errors, we will be looking for the
following:
The first slide should be a Cover Page.
The second slide needs to outline the agenda - like an Index or a Table of Contents.
The last slide needs to list References.
Comprehension
Amount of content per slide (6-8 lines per slide, no more than 30 words per slide).
Presentation skills

For Google Slides, we'll also look for the following:
1. Transition styles
2. Insertion of a video

Please submit only when it meets all of the above requirements.
Regards-
Rashmi Chaudhary
+91 9818860961
Head, Interns Division
Fostering Linux Services Pvt. Ltd.

On Mon, 4 Dec 2023 at 23:27, Rashmi Chaudhary <rashmi_chaudhary@fosteringlinux.com> wrote:

Dear Interns,
Welcome to the internship programme.
The following are your 6 tasks:

Task 1: Teach a Topic (Topic to be assigned after a discussion with you)
We do not limit you to a slideshow or to any other mode of communication. Use your imagination and find the best way possible to teach your topic. At the end of your session, we will ask the attendees 5 questions that they should be able to answer.
Attributes Assessed: Communication Skills/ Research Skills/ Quality of Work/ Planning & Problem Solving
Moumita Roy will help you with this task.

Task 2: Search Engine Questionnaire
@Anjali Manocha has designed a learning module to make our search results on Google more effective and quicker. It includes a compulsory session and a questionnaire that you will be expected to answer. A live assessment at the end of the module will be your final score.
Attributes Assessed: Research Skills/ Quality of Work

TASK 3: GD (Topic and Date to be assigned tomorrow, 5th Dec)
At the end of your GD, you will submit a well-formatted Google document with your research on the subject.
Attributes Assessed: Research Skills/ Communication Skills/ Quality of Work

Task 4: Learn Google Spreadsheets.
We will not define the syllabus for you. You have to research to see how much there is to learn. During assessment, you will be called individually and asked to perform a task live.
Attributes Assessed: Ability to Learn

Task 5: Human Rights Day
Understand the context and the importance of this day and think of ways best suited to mark it. Send us your suggestions. We'll select one and you will implement it.
This will be a team task.
As part of this task, you will also be expected to **make a BDD**; but we'll tell you more about it later.
Attributes Assessed: Written Communication Skills/ Quality of Work/ Planning & Problem Solving Skills/ Teamwork

Task 6: Learn Origami
Attributes Assessed: Ability to Learn

Please note the following:
1. You may change the order of tasks to suit your convenience.
2. The deadline for your tasks is 5th January; but nothing stops you from finishing them earlier!
3. The deadline for WBS is Saturday, the 6th of December. In this WBS, you will commit to individual deadlines on the progress and completion of each task.
4. Your DPT/DSR should reflect the progress of your tasks and be in tandem with your WBS.
Please remember to cc @Daily Interns Reporting with every submission.
5. Our "Responsibility" score will be an indicator of two things:
whether you met the deadline you committed to in your WBS and whether you have updated your Redmine status.
6. Remember to include references to websites whenever you have researched.
7. I am going to send you another email that outlines our expectations regarding documents and slideshows and a basic gist of how we score you. The latter will need a further explanation, which I will give you tomorrow.

Regards-
Rashmi Chaudhary
+91 9818860961
Head, Interns Division
Fostering Linux Services Pvt. Ltd.

Rohit Kumar <rohit.x.kumar@fosteringlinux.com>   20 May 2024 at 10:43
To: Rashmi Chaudhary <rashmi_chaudhary@fosteringlinux.com>

acknowledged ma'am.
[Quoted text hidden]
--
Thanks and Regards
Rohit Kumar
+91 85-9556-5521
Foxian
Keen & Able Computers Pvt. Ltd.