

Teaching Guidelines for **General Aptitude & Communication** PG-DAC August 2024

Duration: 90 hours (Classroom hours + Practice sessions)

Prerequisites: Knowledge of Mathematics & English.

Evaluation: Grading based on combined marks of Aptitude and Communication

Weightage: Aptitude - 40% (through CCEE) ; Communication - 60% (through internals)

General Aptitude

Duration: 40 Class room hours + Practice sessions

Objective: To reinforce knowledge of general aptitude

Evaluation: Centralised Course-End Exam (CCEE) (40 marks)

Reference Books:

- Quantitative Aptitude by RS Aggarwal / S Chand
- Verbal & Non-Verbal Reasoning: RS Aggarwal / S Chand
- Quantitative Aptitude - Quantum CAT : Sarvesh K Verma / Arihant
- How to prepare GRE by Barron's / Galgotia
- Magic Book on Quicker Math by Manoj Tyra / BSC

Website to refer: www.indiabix.com

Session 1: (2.5 hours)

- Percentage
- Profit & Loss

Session 2: (2.5 hours)

- Ratio & Proportion
- Partnership

Session 3: (2.5 hours)

- Average
- Mixture & Alligation

Session 4: (2.5 hours)

- Simple Interest & Compound Interest

Session 5: (2 hours)

- Cyclicity & Remainders

Session 6: (1.5 hours)

- Coding & Decoding

Session 7: (1.5 hours)

- Syllogism

Session 8: (1.5 hours)

- Blood Relations

Session 9: (2 hours)

- Seating Arrangements
 - Linear & Circular

Session 10: (2 hours)

- Puzzles
- Ordering and Ranking

Sessions 11 & 12: (3 hours)

- Time, Speed & Distance
- Trains, Boats & Streams

Sessions 13 & 14: (3 hours)

- Time & Work
- Wages (Man days)
- Pipes & Cisterns

Session 15: (1.5 hours)

- Directions

Session 16: (2 hours)

- Surds and Indices
- Problems on Ages

Session 17: (2 hours)

- Data Interpretation
- Data Sufficiency

Session 18: (3 hours)

- Permutations & Combinations

Session 19: (2 hours)

- Probability

Session 20: (3 hours)

- Revision
- Getting ready for placement tests
- Practice tests

Effective Communication

Duration: 50 Classroom hours + Practice sessions

Objectives:

- To speak in English confidently
- To learn good writing and presentation skills
- To prepare for and succeed in Interviews

Evaluation: Internal Tests, Writings, Presentations, Activities & Sessions (60 marks)

Reference Books:

- Professional Communication Skills by AK Jain, PSR Bhatia & AM Shaikh / S. Chand
- Communication Skills by Sanjay Kumar & Pushp Lata / Oxford
- High School English Grammar & Composition by Wren & Martin / S. Chand
- English is Easy by Chetan Anand Singh / BSC
- Oxford Guide to English Grammar by John Eastwood / Oxford
- Business Communication by H S Mukerjee / Oxford
- Effective Business Communication by Asha Kaul / Prentice Hall

(Note: Each Session is of 2 hours)

Session 1:

Fundamentals of Communication

- Process of communication
- Types of communication
- Effective communication

Session 2:

The Art of Communication

- Vocabulary, spelling and grammar
- Fluency, pronunciation, intonation and accent

Practice Sessions:

Practise words, spelling, intonation and correct pronunciation

Session 3:

Personality Development

- First impressions
- Greeting
- Formal dressing & etiquettes
- Body language
- Ethics

Session 4:

Personality Development

- Developing positive attitude
- Confidence building

- Questioning techniques
- Psychometric Analysis

Practice Sessions:

Practise greeting, etiquettes and questioning

Sessions 5 & 6:

English Grammar

- Nouns
- Pronouns
- Verbs
- Adjectives
- Adverbs
- Prepositions
- Conjunctions
- Articles

Practice Sessions:

Practise sentence making

Session 7:

English Grammar

- Present Tense
- Past Tense
- Future Tense

Practice Sessions:

Practise sentence making

Session 8:

English Grammar

- Active and passive voices
- Direct and indirect speeches

Session 9:

English Grammar

- Idioms
- Synonyms & Antonyms

Practice Sessions:

Practise speaking in active & passive voices

Practise direct & indirect speaking

Practise idioms, synonyms & antonyms

Session 10:

Correct Usage of English

Session 11:

Common Mistakes in English Communication

Practice Sessions:

Practise correct English communication

Session 12:

Listening Skills

- Importance of listening
- Techniques for effective listening

Session 13:

Listening Skills

- Voice & Accent (VNA) Rounds in interviews
 - Listening to audio/video clips
 - Question-answers based on the listened audio/video clips

Practice Sessions:

Practise audio synthesis

Session 14:

Reading Skills

- Reading Comprehension
 - Practise proper accent and articulation
 - Techniques to answer questions based on comprehension

Practice Sessions:

Comprehension exercises

Session 15:

Writing Skills

- Essay writing
 - Characteristics of a good essay
 - Types of essays
 - Structure of an essay (introduction, main body, conclusion)
- Generative AI based writing

Session 16:

Writing Skills

- Letter writing
 - Types of letters
 - Parts of a letter
- Official emailing
 - Structure and etiquettes of email writing
 - Tips to write an impressive email

Practice Sessions:

Essay writing

Letter writing
email writing
Personalized Generative AI based writing

Session 17:

Public Speaking

- Managing stage fear
- Speech design
- Informative speeches
- Speeches for special occasions (Introduction, Welcome, Felicitation, Thanks, etc)
- Personalized Generative AI based speeches
- Extempore & impromptu speeches

Practice Sessions:

Conduct various types of speeches
Preparing personalized Generative AI based speeches

Session 18:

Presentation Skills

- How to conduct effective and engaging presentations?
- Organisation & structure of presentation
- Design of slides in PPT
- Body language & voice

Practice Sessions:

Conduct presentations using PPT
Feedback of presentations

Session 19:

Group Discussions

- What is a GD?
- Skills assessed in GD
- Common mistakes
- Common GD topics

Practice Sessions:

Conduct practice GDs with video recording
Playing and analysis of GDs conducted

Session 20:

Personal Interviews

- Preparation for Interview
 - Qualities interviewers looking for
 - Getting ready for Interviews
 - Company Research
 - Overall approach
 - Just before interview

Session 21:

Personal Interviews

- Introducing yourself
 - Importance of introduction
 - Structure of introduction

Session 22:

Personal Interviews

- Elevator Pitch for effective introduction
 - Importance of Elevator Pitch
 - Structure of Elevator Pitch

Practice Sessions:

Practise introduction

Analysis and feedback on introduction

Practise elevator pitch

Analysis and feedback on elevator pitch

Session 23:

Personal Interviews

- Facing job interviews
 - Confidence
 - Body language
 - Right mindset

Session 24:

Personal Interviews

- Tips for facing Interviews
 - What to do (and not do) during interviews?
 - Best practices of answering questions
 - Common mistakes of answering questions

Session 25:

Online Interviews

- Tips for online Interviews
 - Best practices for attending online interviews
 - What to do (and not do) during online interviews?

Multiple Practice Sessions:

Practise common technical questions

Practise common HR/behavioral questions

Conduct mock interviews

Conduct online interviews