

Teaching Guidelines for  
**Aptitude & Communication**  
Diploma in Advanced Computing (e-DAC)  
May 2021

---

**Duration:** 60 theory hours + Practice sessions

**Objectives:** To reinforce knowledge of general aptitude  
To speak in English confidently  
To learn good writing and presentation skills  
To prepare for and succeed in Interviews

**Prerequisites:** Knowledge of Mathematics & English.

**Evaluation:** Grading based on Tests, Writings, Presentations, Activities & Sessions

**Weightage:** Aptitude Tests – 50%, Communication – 50%

**Aptitude 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](http://www.indiabix.com)

**Communication 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
- Technical Communication: Principles and Practice by Meenakshi Raman & Sangeeta Sharma / Oxford

---

(Note: Each Session is of 2 hours)

**GENERAL APTITUDE (32 hours)**

**Session 1:**

- Number Systems
- Series & Cyclicity

**Session 2:**

- Average
- Percentage

**Session 3:**

- Ratio & Proportion

**Session 4:**

- Time & Work

**Session 5:**

- Time & Wages (Mandays)

**Session 6:**

- Probability

**Session 7:**

- Permutations & Combinations

**Session 8:**

- Profit & Loss

**Session 9:****Session 10:**

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

**Session 11:**

- Mixtures & Alligations

**Session 12:**

- Puzzles

**Session 13:**

- Data Interpretation
- Syllogism
- Coding & Decoding

**Session 14:**

- Seating Arrangements

**Session 15:**

- Blood Relations
- Ages

**Session 16:**

- Clock
- Calendar
- Simple Interest & Compound Interest

**EFFECTIVE COMMUNICATION (28 hours)****Session 1:**

Fundamentals of Communication

The Art of Communication

- Vocabulary, spelling and grammar
- Fluency, pronunciation, intonation and accent
- Idioms
- Synonyms & Antonyms

**Practice Sessions:**

*Practise words, spelling, intonation and correct pronunciation*

*Practise idioms, synonyms & antonyms*

**Session 2:**

Personality Development

- Greeting
- Etiquettes
- Body language
- Developing positive attitude
- Confidence building
- Questioning techniques

**Practice Sessions:**

*Practise greeting, etiquettes and questioning*

**Session 3**

English Grammar

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

**Practice Sessions:**

*Practise sentence making*

**Session 4:**

English Grammar

- Active and passive voices
- Direct and indirect speeches

**Practice Sessions:**

*Practise speaking in active & passive voices*

*Practise direct & indirect speaking*

**Session 5:**

Correct usage of English

Common mistakes in English communication

***Practice Sessions:***

*Practise general English communication*

**Session 6:**

Listening Skills

- Importance of listening
- Techniques for effective listening
- Audio synthesis
  - Listening to audio clips
  - Question-answers based on the listened audio clips

***Practice Sessions:***

*Practise audio synthesis*

**Session 7:**

Reading Skills

- Comprehension
  - Techniques

***Practice Sessions:***

*Comprehension exercises*

**Session 8:**

Written Communication

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

**Session 9:**

Public Speaking

- Speech design
- Informative speeches
- Speeches for special occasions (Introduction, Welcome, Felicitation, Thanks, etc)
- Extempore & impromptu speeches

**Practice Sessions:**

*Conduct various types of speeches*

**Session 10:**

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 11:**

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 12:**

Personal Interviews

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

**Session 13:**

Personal Interviews

- Introducing yourself
  - Importance of introduction
  - Structure of introduction

**Practice Sessions:**

*Practise introduction*

*Analysis and feedback on introduction*

**Session 14:**

Personal Interviews

- Facing job interviews
  - Confidence
  - Body language

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

***Practice Sessions:***

*Practise common technical questions*

*Practise common HR/behavioral questions*

*Conduct mock interviews*