

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](http://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*