

Teaching Guidelines for  
**General Aptitude & Communication**  
PG-DAC September 2022

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**Duration: 80 hours** (Classroom hours + Practice sessions)

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

**Evaluation:** Grading based on combined marks of Aptitude and Communication

**Weightage:** Aptitude - 40% ; Communication - 60%

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### General Aptitude

**Duration: 32** Class room hours + Practice sessions

**Objective:** To reinforce knowledge of general aptitude

**Evaluation:** Internal Tests (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)

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(Note: Each Session is of 2 hours)

**Session 1:**

- Percentage
- Profit & Loss

**Session 2:**

- Ratio & Proportion

**Session 3:**

- Average
- Mixture & Alligation

**Session 4:**

- Simple Interest & Compound Interest

**Session 5:**

- Number Systems
- Series, Cyclicity & Remainders

**Session 6:**

- Data Interpretation
- Syllogism

**Session 7:**

- Coding & Decoding
- Blood Relations

**Session 8:**

- Seating Arrangements (Linear & Circular)

**Session 9:**

- Ages
- Puzzles

**Session 10 & 11:**

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

**Session 12:**

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

**Session 13:**

- Clocks

**Session 14:**

- Permutations & Combinations

**Session 15:**

- Probability

**Session 16:**

- Calendar

## Effective Communication

**Duration:** 48 Class room 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
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(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

**Session 4:**

Personality Development

- Developing positive attitude
- Confidence building
- Questioning techniques
- Leadership

***Practice Sessions:***

*Practise greeting, etiquettes and questioning*

**Session 5:**

English Grammar

- Nouns
- Pronouns
- Adjectives
- Articles

**Session 6:**

English Grammar

- Verbs
- Adverbs
- Prepositions
- Conjunctions

***Practice Sessions:***

*Practise sentence making*

**Session 7:**

English Grammar

- Present Tense
- Past Tense
- Future Tense

***Practice Sessions:***

*Practise sentence making*

**Session 7:**

English Grammar

- Active and passive voices
- Direct and indirect speeches

**Session 8:**

English Grammar

- Idioms
- Synonyms & Antonyms

***Practice Sessions:***

*Practise speaking in active & passive voices*

*Practise direct & indirect speaking*

*Practise idioms, synonyms & antonyms*

**Session 9:**

Correct Usage of English

**Session 10:**

Common Mistakes in English Communication

**Practice Sessions:**

*Practise correct English communication*

**Session 11:**

Listening Skills

- Importance of listening
- Techniques for effective listening

**Session 12:**

Listening Skills

- Audio synthesis
  - Listening to audio clips
  - Question-answers based on the listened audio clips

**Practice Sessions:**

*Practise audio synthesis*

**Session 13:**

Reading Skills

- Comprehension
  - Techniques

**Practice Sessions:**

*Comprehension exercises*

**Session 14:**

Writing Skills

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

**Session 15:**

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

**Session 16:**

Writing Skills

- Report writing
  - Synopsis

- Introduction
- Analysis (current situation, identify problems, solutions)
- Conclusion & recommendation
- References

**Practice Sessions:**

*Essay writing*

*Letter writing*

*email writing*

*Report writing*

**Session 17:**

Public Speaking

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

**Practice Sessions:**

*Conduct various types of 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 21:**

Personal Interviews

- Preparation for Interview
  - Qualities interviewers looking for

- Getting ready for Interviews
- Company Research
- Overall approach
- Just before interview

**Session 22:**

## Personal Interviews

- Introducing yourself
  - Importance of introduction
  - Structure of introduction

***Practice Sessions:****Practise introduction**Analysis and feedback on introduction***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 and common mistakes of answering questions

***Practice Sessions:****Practise common technical questions****Practice Sessions:****Practise common HR/behavioral questions****Practice Sessions:****Conduct mock interviews*