

*Suggested Teaching Guideline for*  
**Aptitude & General English -PG-DBDA Aug 19**

**Duration:** 50 class room hours

**Objective:** To reinforce knowledge of general Aptitude & English

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

**Evaluation method:** Theory exam– 90% weightage  
Internal exam– 10% weightage

**List of Books / Other training material**

**Reference:**

1. Quicker math by M. Tyra (BSC publication co. Pvt. Ltd)
2. Quantitative Aptitude by RS Aggarwal
3. Verbal & Non-Verbal Reasoning: RS Aggarwal
4. Quantitative Aptitude - Quantum CAT: Sarvesh K Verma
5. High School English Grammar & Composition Revised Edition Wren, Martin / S Chand Publisher
6. How to prepare GRE by Barron's / galgotia publications pvt. Ltd
7. Oxford Guide to English Grammar 01 Edition John Eastwood / Oxford University Press

Website to refer: [www.indiabix.com](http://www.indiabix.com)

**Note: Each session having 2 Hours**

**Part I – Aptitude**

**Session 1:**

**Lecture**

- Analogy
- Series Completion (Number, Alphabet, Letter Series)
- Coding-Decoding for Number, Alphabet and Letter

**Session 2:**

**Lecture**

- Blood Relations
- Puzzle Test
  - Classification Type questions
  - Compression Type questions
  - Sequential order questions
  - Section based on given conditions
  - Questions involving family members

**Session 3:**

**Lecture**

- Alphabet test
- Order of words
- Letter words problems
  - Rule detection
  - Alphabetical quibble
  - Word formation
  - Logical sequence of words

**Session 4:**

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**Lecture**

- Number, Ranking and time Sequence Test
- Mathematical operations
- Arithmetic reasoning

**Session 5:****Lecture**

- Logical reasoning
- Statement-Arguments
- Statement-Assumptions

**Session 6:****Lecture**

- Statement-courses of Action
- Statement-Conclusions
- Deriving conclusion from passages

**Session 7:****Lecture**

- HCF and LCM
- Fraction
- Number system
- Permutation & combination

**Session 8:****Lecture**

- Ratio & Preparation
- Partnership

**Session 9:****Lecture**

- Average
- Percentage

**Session 10:****Lecture**

- Clock
- Probability

**Session 11:****Lecture**

- Pipes and cisterns
- Problem on streams

**Session 12:****Lecture**

- Time and work
- Work and Wages

**Session 13:****Lecture**

- Problem on Trains
- Problem on Speed and Velocity

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**Session 14:****Lecture**

- Problem on Ages
- Profit and loss

**Session 15:****Lecture**

- Simple Interest,
- Compound Interest

**Part II – General English****Session 16:****Lecture**

- The Sentence
  - Subject and Predicate
  - Phrase and Clause
  - Parts of Speech
- The Noun: Kinds of Nouns
  - The Noun: Gender
  - The Noun: Number
  - The Noun: Case

**Session17:****Lecture**

- The Adjective
  - Comparison of Adjectives
  - Adjectives Used As Nouns
  - Position Of The Adjectives
  - The Correct Use Of Some Adjectives
- Articles
  - Personal Pronouns
  - Reflexive And Emphatic Pronouns
  - Demonstrative, Indefinite And Distributive Pronouns
  - Relative Pronouns
  - Interrogative Pronouns

**Session 18:****Lecture**

- The Verb
  - Verbs Of Incomplete Predication
  - Active And Passive Voice
- Mood
  - Tenses: Introduction
  - The Uses of The Present And Past Tenses
  - The Future
  - The Verb: Person And Number
  - The Infinitive
  - The Participle
  - The Gerund
  - Irregular Verbs
  - Auxiliaries And Modals
  - Conjugation of The Verb Love

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**Session 19:****Lecture**

- The Adverb
- Comparison Of Adverbs
- Formation Of Adverbs
- Position Of Adverbs
- The Preposition
- Words Followed By Prepositions
- The Conjunction
- Some Conjunctions And Their Uses
- The Interjection
- The Same Word Used As Different Parts Of Speech

**Session 20:****Lecture**

- Composition
- Analysis, Transformation and Synthesis
- Analysis of Simple Sentences
- Phrases
- Clauses
- Sentences: Simple, Compound and Complex
- More about Noun Clauses
- More about Adjective Clauses
- More about Adverb Clauses

**Session 21:****Lecture**

- Analysis of Complex Sentences
- Analysis of Compound Sentences
- Transformation of Sentences
- Transformation of Sentences
- Synthesis of Sentences
- Synthesis of Sentences
- Synthesis of Sentences
- The Sequence of Tenses
- Direct and Indirect Speech

**Session 22:****Lecture**

- Agreement of The Verb With The Subject
- Nouns and Pronouns
- Adjectives
- Verbs
- Adverbs
- Preposition
- Conjunctions

**Session 23:****Lecture**

- Order of Words
- Synonyms & Antonyms

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- Punctuation
- Spelling Rules
- The Formation of Words
- Figures of Speech Exercise

**Session 24:**

**Lecture:**

- Verb Patterns
- Question Tags, Short Answers, Etc.
- More Structures

**Session 25:**

**Lecture:**

- Words of Idioms & phrases
- Sentence Construction
- Fill up the blanks