

*Suggested Teaching Guideline for*

## ***Aptitude & Effective Communication PG-DAI March 2024***

**Duration:** 90 hours

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

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

**Evaluation method:** Theory exam– 80% weightage  
Internal Assessment– 20% 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)
8. Business Communication by H S Mukerjee / Oxford University Press
9. Business Communication by R K Madhukar / Vikas Publishing House Pvt. Ltd.
10. Business Communication Essentials A skills-Based Approach to Vital Business English by Courtland Bovee, John Thill / Pearson
11. Effective Business Communication by Asha Kaul / Prentice Hall of India
12. Fundamental of Technical Communications by Meenakshi Raman, Sangeeta Sharma / Oxford University Press
13. English is easy by Chetan Anand Singh/ BSC publication Co. Pvt. Ltd
14. Communication Skills Publication Year 2011 Sanjay Kumar, Pushp Lata / Oxford University Press
15. Professional Communication Skills Praveen S R Bhatia / S. Chand Publishing

#### **Note:**

- *Each session having 2 Hours*
- *General Aptitude is of 40 Hours*
- *Effective Communication is of 50 Hours*

### **Part I – Aptitude**

#### **Session 1:**

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

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**Session 2:**

- Blood Relations

**Session 3:**

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

**Session 4:**

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

**Session 5:**

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

**Session 6:**

- Logical reasoning  
Statement-Arguments
- Statement-Assumptions

**Session 7:**

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

**Session 8:**

- HCF and LCM
- Fraction

**Session 9:**

- Number system

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**Session 10:**

- Permutation & combination

**Session 11:**

- Ratio & Preparation
- Partnership

**Session 12:**

- Average
- Percentage

**Session 13:**

- Clock

**Session 14:**

- Probability

**Session 15:**

- Pipes and cisterns
- Problem on streams

**Session 16:**

- Time and work
- Work and Wages

**Session 17:**

- Problem on Trains
- Problem on Speed and Velocity

**Session 18:**

- Problem on Ages

**Session 19:**

- Profit and loss

**Session 20:**

- Simple Interest,
- Compound Interest

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### **Part II -Effective Communication**

#### **Session 1:**

Fundamentals of Communication

The Art of Communication

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

#### ***Practice Sessions:***

*Practice words, spelling, intonation and correct pronunciation Practice idioms, synonyms & antonyms*

#### **Session 2:**

Personality Development

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

#### ***Practice Sessions:***

*Practice greeting, etiquettes and questioning*

#### **Session 3**

English Grammar

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

#### ***Practice Sessions:***

*Practice sentence making*

#### **Session 4:**

English Grammar

- Active and passive voices
- Direct and indirect speeches

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### **Practice Sessions:**

*Practice speaking in active & passive voices Practice direct & indirect speaking*

### **Session 5:**

Correct usage of English

Common mistakes in English communication

### **Practice Sessions:**

*Practice 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:**

*Practice 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*

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*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?
- Organization & 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

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- ☐ Structure of introduction

***Practice Sessions:***

*Practice 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:***

*Practice common technical questions Practice common HR/behavioral questions Conduct mock interviews*