

Suggested Teaching Guidelines for
Aptitude & General English – PG-DAC August 2019

Duration: 50 class room hours

Objective: To reinforce knowledge of general Aptitude & English

Prerequisites: Knowledge of Mathematics & English.

Evaluation method: Internal 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

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

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- Rule detection
- Alphabetical quibble
- Word formation
- Logical sequence of words

Session 4:

Lecture

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

Session 5:

Lecture

- Logical reasoning
- Statement-Arguments
- Statement-Assumptions

Session 6:

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

Session 7:

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

Session 8:

- 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

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- ° Problem on Speed and Velocity

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

Session 17:

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

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- The Participle
- The Gerund
- Irregular Verbs
- Auxiliaries And Modals
- Conjugation of The Verb Love

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

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- Adverbs
- Preposition
- Conjunctions

Session 23:

Lecture

- Order of Words
- Synonyms & Antonyms
- 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