

Teaching Guidelines for General Aptitude & Communication

PG-DAC September 2021

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%

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

(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

- 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

- 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 General 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 20:

Interpersonal Skills

- Negotiation
- Persuasion
- Influencing

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*