TeachingGuidelines for

**General Aptitude & Communication**

PG-DAC September 2021

**Duration: 80** classroom hours + Practice sessions

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

**Evaluation:** Gradingbased 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](http://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:** 48class 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

# (Note: Each Session is of 2 hours)

# Session 1:

Fundamentals of Communication

* Process of communication
* Types of communication
* Effective communication

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# 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

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# 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

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# Session 12:

Listening Skills

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

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# *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)

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# 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

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# *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

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# 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*