

Teaching Guidelines for  
**Aptitude and Effective Communication**  
PG-DAC August 2025

**Duration: 90 Hours (40 Hours Aptitude + 50 Hours Effective Communication)**

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

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

**Evaluation method:** Theory exam– 80%, Internal Assessment– 20%

**References:**

1. Quicker math by M. Tyra / BSC publication
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 Publication
6. How to prepare GRE by Barron's / Galgotia Publication
7. Oxford Guide to English Grammar 01 Edition John Eastwood / Oxford University Press
8. Business Communication by H S Mukerjee / Oxford University Press
9. Business Communication by R K Madhukar / Vikas Publication
10. Business Communication Essentials A skills-Based Approach to Vital Business English by Courtland Bovee, John Thill / Pearson Publication
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
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

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**Part I – Aptitude**

**Session 1:**

- Number System
  - Unit Digit
  - Last 2- digits
  - Remainder
  - Divisibility
  - Cyclicity
  - Fast Maths
  - Simplification
  - LCM- HCF

**Session 2:**

- Ratio and Proportion
- Partnership

**Session 3:**

- Percentage
- Profit and Loss

**Session 4:**

- Simple Interest
- Compound Interest

**Session 5:**

- Time, Speed and Distance
- Trains

**Session 6:**

- Time and Work
- Wages

**Session 7:**

- Pipes and Cisterns
- Boats and Streams

**Session 8:**

- Averages
- Mixtures and Alligations

**Session 9:**

- Probability

**Session 10:**

- Permutations and Combinations

**Session 11:**

- Series
  - Number
  - Alphabetical
  - Repetitive

**Session 12:**

- Blood Relations

**Session 13:**

- Coding- Decoding

**Session 14:**

- Seating Arrangement

**Session 15:**

- Syllogism
- Venn Diagram

**Session 16:**

- Data Interpretation
- Data Sufficiency

**Session 17:**

- Problems on Ages
- Clock & Calendar

**Session 18:**

- Alphabetical Reasoning
- Ranking & Order

**Session 19:**

- Direction Sense
- Puzzles

**Session 20:**

- Statements & Arguments, Statements & Conclusions, Statements& Assumptions

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**Part II -Effective Communication**

**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:**

Practice words, spelling, intonation and correct pronunciation

**Session 3:**

Personality Development

- First impressions
- Greeting
- Formal dressing & etiquettes
- Body language
- Ethics

**Session 4:**

Personality Development

- Developing positive attitude
- Confidence building
- Questioning techniques
- Psychometric Analysis

**Practice Sessions:**

Practice greeting, etiquettes and questioning

**Sessions 5 & 6:**

English Grammar

- Nouns
- Pronouns
- Verbs
- Adjectives
- Adverbs

- Prepositions
- Conjunctions
- Articles

**Practice Sessions:**

Practice sentence making

**Session 7:**

English Grammar

- Present Tense
- Past Tense
- Future Tense

**Practice Sessions:**

Practice sentence making

**Session 8:**

English Grammar

- Active and passive voices
- Direct and indirect speeches

**Session 9:**

English Grammar

- Idioms
- Synonyms & Antonyms

**Practice Sessions:**

Practice speaking in active & passive voices

Practice direct & indirect speaking

Practice idioms, synonyms & antonyms

**Session 10:**

Correct Usage of English

**Session 11:**

Common Mistakes in English Communication

**Practice Sessions:**

Practice correct English communication

**Session 12:**

Listening Skills

- Importance of listening
- Techniques for effective listening

**Session 13:**

Listening Skills

- Voice & Accent (VNA) Rounds in interviews
  - Listening to audio/video clips
  - Question-answers based on the listened audio/video clips

**Practice Sessions:**

Practise audio synthesis

**Session 14:**

Reading Skills

- Reading Comprehension
  - Practise proper accent and articulation
  - Techniques to answer questions based on comprehension

**Practice Sessions:**

Comprehension exercises

**Session 15:**

Writing Skills

- Essay writing
  - Characteristics of a good essay
  - Types of essays
  - Structure of an essay (introduction, main body, conclusion)
- Generative AI based writing

**Session 16:**

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

**Practice Sessions:**

Essay writing  
Letter writing  
Email writing  
Personalized Generative AI based writing

**Session 17:**

Public Speaking

- Managing stage fear
- Speech design
- Informative speeches
- Speeches for special occasions (Introduction, Welcome, Felicitation, Thanks, etc)
- Personalized Generative AI based speeches
- Extempore & impromptu speeches

**Practice Sessions:**

Conduct various types of speeches  
Preparing personalized Generative AI based speeches

**Session 18:**

Presentation Skills

- Methods 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:**

Personal Interviews

- Preparation for Interview
  - Qualities interviewers looking for
  - Getting ready for Interviews
  - Company Research
  - Overall approach
  - Just before interview

**Session 21:**

Personal Interviews

- Introducing yourself
  - Importance of introduction
  - Structure of introduction

**Session 22:**

Personal Interviews

- Elevator Pitch for effective introduction
  - Importance of Elevator Pitch
  - Structure of Elevator Pitch

**Practice Sessions:**

Practice introduction

Analysis and feedback on introduction

Practice elevator pitch

Analysis and feedback on elevator pitch

**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 of answering questions
  - Common mistakes of answering questions

**Session 25:**

- Online Interviews
- Tips for online Interviews
  - Best practices for attending online interviews
  - What to do (and not do) during online interviews?

**Multiple Practice Sessions:**

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