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# IMPORTANCE OF APTITUDE

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# The Importance of Aptitude Development for Placements



## How Important is Aptitude?

Whether you are preparing for an IT job, Government job, or even for higher studies (MBA, MS, GATE, etc), getting through the aptitude test is almost always the first step.



## Common Procedure of Recruitment:

The campus placement procedure of any company usually comprises of 3-5 rounds. The first screening round is the Aptitude or Written test. It is followed by 1-2 coding rounds for an IT company. For a non-IT company, there are 1-2 Group Discussion (GD) rounds. And finally, there is the Personal Interview Round (Tech and or HR).



## Topics Under Aptitude:

Aptitude tests usually consist of four major sections-

- **Quantitative Aptitude:** In Quantitative Aptitude section specifically, we should read the question twice before answering to avoid silly mistakes. The common topics of this section are as follows:
  1. Divisibility, HCF, LCM
  2. Profit and loss
  3. Simple interest and compound interest
  4. Speed distance and time
  5. Seating arrangements, calendar dates
  6. Probability
  7. Geometry
  8. Age
  9. Simple equations etc.

Basically, questions related to maths and economics are asked in this section.

- **Logical Reasoning:** While solving Logical Reasoning questions, remember to never make any assumptions of your own unless specifically asked in the question. Also, make it a habit to write all given information and data before starting to solve the question. The common topics of the Logical Reasoning sections are given below.

1. Coding decoding
2. Series missing number
3. Blood relation
4. Input and output
5. Statements and assumptions etc.

Logical reasoning section is more of like mind game.

- **Verbal Reasoning**: For acing the Verbal Reasoning section, it is best to develop reading skills. Make it a habit to spend some time reading good books, magazines and newspapers. This will help you improve your reading skills, vocabulary, grammar along with your ability to make logical inferences.

1. Reading comprehension
2. Vocabulary
3. Jumbled words
4. Grammar
5. Error detection and correction
6. Critical reasoning etc.

Mastering this section, we can also improve our English.

- **Data interpretation**: In Data interpretation questions, as the name suggests the questions are based on making sense out of processed data. The data can be organized in the following formats.

1. Table chart
2. Line chart
3. Bar chart
4. Pie chart

### Reference

Listed below for your reference are some common books for placements and aptitude preparation.

S.No	Book Name	Author
1.	Quantitative Aptitude for Competitive Examinations	Dr. R.S. Aggarwal
2.	Verbal & Non-Verbal Reasoning	Dr. R.S. Aggarwal
3.	Quantitative Aptitude for CAT *	Arun Sharma

## LIFE SKILLS

### Personality development

1. Personality development is a slow process which gets better with time.
2. PD cannot be ignored in professional life.
3. Everybody has their own personality.
4. PD basically signifies the behaviour of an individual.
5. Communication & personality development includes the following: -
  - A. Communication skills
  - B. Presentation skills
  - C. Study techniques
  - D. Grooming and etiquette
  - E. Positive thinking
  - F. Time management
  - G. Stress management
  - H. Interpersonal skills
6. There are 3 phases in personality development: -
  - A. Physical: -
    - I. Good health and physique help an individual work for longer time and achieve their ambitions.
    - II. Proper presence of mind is very important for PD.
    - III. The person should resist the negative forces that try to imbalance.
    - IV. The body should be strong. So, we say: “HEALTH IS WEALTH”
  - B. Intellectual: -
    - I. The capacity for self-analysis and the ability to examine your own behaviour is intelligence.
    - II. Intelligent people understand what they read or study.
    - III. They are reflective and thoughtful.
    - IV. They are honoured in the society and their personality is different.
    - V. However, intellectual will have knowledge that gives richness to their personality.
  - c. Moral development: -
    - I. Belief in high morals means the ability to know what’s right and wrong.
    - II. Social morals indicate how a person should behave in the society.
    - III. Aggression and addiction are not the moral values.
    - IV. The intellectual development, moral values and spiritualism have to be inculcated from early age.

### How do develop a good personality?

1. Building or developing good personality does not comprise of having only good physique and beautiful body features.
2. Honesty and fearlessness are like the two sides of a same coin.
3. Honesty is very much required in building good personality.

### Why soft skills?

1. Soft skills are one of the most important pre-requisites for every individual in today's world to face the stiff competition.
2. The four communication skills are: -
  - A. Listening
  - B. Speaking
  - C. Thinking
  - D. Non-verbal:
    - I. Ways of talking-pause, stress on words
    - II. Hand movements-waving
    - III. Head movements-nodding
    - IV. Eye movements-winking
    - V. Sound-laughing
    - VI. Closeness-coming to close to someone
    - VII. Appearance-untidiness
    - VIII. Facial expression
    - IX. Posture
    - X. Body contact-shaking hands.

### What is body language?

Body language is a type of nonverbal communication in which physical behaviour's, as opposed to words, are used to express or convey the information. Such behaviour includes facial expressions, body posture, gestures, eye movement, touch and the use of space.