

## **Aptitude & Effective Communication**

### **PG-DBDA September 2023**

**Duration:** 90 hours

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

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

**Evaluation method:** 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](http://www.indiabix.com)
8. Business Communication by H S Mukerjee / Oxford University Press
9. Business Communication by R K Madhukar / Vikas Publishing House Pvt. Ltd.
10. Business Communication Essentials A skills-Based Approach to Vital Business English by Courtland Bovee, John Thill / Pearson
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 Co. Pvt. Ltd
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*

#### **Part I – Aptitude**

##### **Session 1:**

- ° Analogy
- ° Series Completion (Number, Alphabet, Letter Series)
- ° Coding- Decoding for Number, Alphabet and Letter

**Session 2:**

- ° Blood Relations

**Session 3:**

- ° Puzzle Test
  - o Classification Type questions
  - o Compression Type questions
  - o Sequential order questions
  - o Section based on given conditions
  - o Questions involving family members

**Session 4:**

- ° Alphabet test
- ° Order of words
- ° Letter words problems
  - o Rule detection
  - o Alphabetical quibble
  - o Word formation
- ° Logical sequence of words

**Session 5:**

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

**Session 6:**

- ° Logical reasoning
- ° Statement-Arguments
- ° Statement-Assumptions

**Session 7:**

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

**Session 8:**

- ° HCF and LCM
- ° Fraction

**Session 9:**

- ° Number system

**Session 10:**

- ° Permutation & combination

**Session 11:**

- ° Ratio & Preparation
- ° Partnership

**Session 12:**

- ° Average
- ° Percentage

**Session 13:**

- ° Clock

**Session 14:**

- ° Probability

**Session 15:**

- ° Pipes and cisterns
- ° Problem on streams

**Session 16:**

- ° Time and work
- ° Work and Wages

**Session 17:**

- ° Problem on Trains
- ° Problem on Speed and Velocity

**Session 18:**

- ° Problem on Ages

**Session 19:**

- ° Profit and loss

**Session 20:**

- ° Simple Interest,
- ° Compound Interest

**Part II -Effective Communication****Session 1:**

Fundamentals of Communication

The Art of Communication

- Vocabulary, spelling and grammar
- Fluency, pronunciation, intonation and accent
- Idioms
- Synonyms & Antonyms

***Practice Sessions:***

*Practice words, spelling, intonation and correct pronunciation*

*Practice idioms, synonyms & antonyms*

**Session 2:**

Personality Development

- Greeting
- Etiquettes
- Body language
- Developing positive attitude
- Confidence building
- Questioning techniques

***Practice Sessions:***

*Practice greeting, etiquettes and questioning*

**Session 3**

English Grammar

- Nouns
- Pronouns
- Adjectives
- Articles
- Verbs
- Adverbs
- Prepositions
- Conjunctions

***Practice Sessions:***

*Practice sentence making*

**Session 4:**

English Grammar

- Active and passive voices
- Direct and indirect speeches

***Practice Sessions:***

*Practice speaking in active & passive voices*

*Practice direct & indirect speaking*

**Session 5:**

Correct usage of English

Common mistakes in English communication

***Practice Sessions:***

*Practice general English communication*

**Session 6:**

Listening Skills

- Importance of listening
- Techniques for effective listening
- Audio synthesis
  - Listening to audio clips
  - Question-answers based on the listened audio clips

***Practice Sessions:***

*Practice audio synthesis*

**Session 7:**

Reading Skills

- Comprehension
  - Techniques

***Practice Sessions:***

*Comprehension exercises*

**Session 8:**

## Written Communication

- Essay writing
  - Characteristics of a good essay
  - Types of essays
  - Structure of an essay (introduction, main body, conclusion)
- 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***Session 9:**

## Public Speaking

- Speech design
- Informative speeches
- Speeches for special occasions (Introduction, Welcome, Felicitation, Thanks, etc)
- Extempore & impromptu speeches

**Practice Sessions:***Conduct various types of speeches***Session 10:**

## 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 11:**

## 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 12:**

## Personal Interviews

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

**Session 13:**

## Personal Interviews

- Introducing yourself
  - Importance of introduction
  - Structure of introduction

***Practice Sessions:****Practice introduction**Analysis and feedback on introduction***Session 14:**

## Personal Interviews

- Facing job interviews
  - Confidence
  - Body language
  - Right mindset
- Tips for facing Interviews
  - What to do (and not do) during interviews?
  - Best practices and common mistakes of answering questions

***Practice Sessions:****Practice common technical questions**Practice common HR/behavioral questions**Conduct mock interviews*