

Suggested Teaching Guideline for
Aptitude & Effective Communication

Duration: 90 Hours (40 Hrs - *General Aptitude* and 50 Hrs - *Effective Communication*)

Objective: To reinforce knowledge of general Aptitude & English

Prerequisites: Knowledge of Mathematics & English.

Evaluation method: Theory exam– 40% weightage
Lab exam- 40% 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
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 is of 2 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

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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

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Session 19

- Direction Sense
- Puzzles

Session 20

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

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

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Practice Sessions:

Practise speaking in active & passive voices

Practise direct & indirect speaking

Practise 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

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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

- 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:

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:

Practise common technical questions

Practise common HR/behavioral questions

Conduct mock interviews

Conduct online interviews