

Course Module

Annexure-A

Duration

Total no of contact hours: 42 hrs.

Program Content

The training encompasses following modules:

Module 1: Communications skills

- Introduction to Communication
- Verbal and Written Communication (Resume writing, e mail etiquette etc)
- Group Discussion
- How to face interview? Mock interview sessions
- How to make an effective presentation

Module 2: Aptitude Test

Aptitude tests comprise of 3 components:

- Quantitative Ability

Quantitative Ability tests are conducted to assess the participant's basic mathematical skills and ability to reason quantitatively and to solve problems using quantitative techniques.

- a. Prime Numbers
- b. Number series
- c. LCM and HCF
- d. Ratios and proportions
- e. Progression
- f. Speed, Time and Distance
- g. Mixtures and Allegations
- h. Average
- i. Percentage
- j. Partnerships
- k. Time and Work
- l. Pipes and Cisterns
- m. Time and Distance
- n. Boats and Streams
- o. Race and Games
- p. Profit and Loss

Analytical/Logical Reasoning

Logical Reasoning tests are conducted to assess the participants' ability to use information and preconditions to make a conclusion.

- a. Puzzles
- b. Coding and Decoding
- c. Syllogism
- d. Data sufficiency and Data interpretation
- e. Pie chart and table
- f. Cube and dice
- g. Statement inference
- h. Letter Series
- i. Number series
- j. Turn odd man out
- k. Directions
- l. Blood Relations
- m. Logical Venn diagram
- n. Cubes
- o. Problem Solving
- p. Figure sequence

• Verbal Ability

Verbal ability tests are used as most jobs require us to understand and make decisions based on verbal and written information. Verbal tests evaluate a person's ability to spell words correctly, use correct grammar, understand analogies and analyze detailed written information. There are two distinct types of verbal ability questions, those dealing with spelling, grammar and word meanings and those that try to measure one's comprehension and reasoning abilities.

- a. Sentence Correction
- b. Synonym and Antonym
- c. Choosing correct alternative
- d. Phrases
- e. Prepositions
- f. Tenses
- g. Punctuations
- h. Conjunctions
- i. Analogies
- j. One word substitution
- k. Statement and Conclusion
- l. One word substitutes
- m. Compound Word
- n. Sentence Completion.
- o. Cloze test
- p. Sentence arrangement
- q. Spotting the Error
- r. Comprehension
- s. Idioms and Phrase
- t. Unscramble words

Pedagogy

The teaching methodology includes power point presentation, Role Play, Activities and Games, case study, practice sessions, mock group discussion, mock interview sessions and individual/group exercises. The program will be fully participatory and interactive.

EvaluationCriteria

The students will be assessed based on the following parameters:

- Assignment based on Pre Read/Read before Activities.
- Class Participation
- Class room Activities
- End Term Assessment

There will be separate weight-age assigned to each of the components.

Remuneration

An honorarium of Rs.1000/- per hour with appropriate T.A. and D.A., as applicable, will be provided to the experts (Visiting Faculties) from the fund of "Equity Assistance Cell".