

Sno	Programme	Semester	Credits	Course Title	Course code
1	B.Tech	II	2	Aptitude Bulder-1	17UC2204

SYLLABUS

CO-1

Directed Listening and Thinking Activity (DLTA) Skills:

Reading, Listening, Thinking, Writing, and Presentation - Method: Flipped Classroom.

Writing Skills: Paraphrasing, Summarizing, Notice, Circular, Agenda, Minutes, Memo

CO-2

Soft Skills:Body Language (Kinesics): Postures, gestures, eye contact

Self-confidence: Self-esteemThe Art of Compromise, Learn to Say: "I Don't Know", Being organized,

Showing Self-awareness, An eye on success, being self-motivated, Showing self-awareness, Find

Direction from Someone Who Is Lost: "The Drifter"

Self-Assessment for Attainable Career Objectives--Defining a Career Objective

CO-3

Quantitative Aptitude: Numbers, Averages and Alligations, Mensuration

CO-4

Reasoning: Cubes, Binary Logic, Ordering and Sequencing

REFERENCE BOOKS:

CO1 & CO2

1. Peterson, *Reading Skill*, New York: Peterson. 2007. Print.
2. Cottrell, Stella, *Critical Thinking Skills:Developing Effective Analysis and Argument*, New York: Palgrave. 2005. Print.
3. Richards, C Jack, *Person to Person: Communicative Speaking and Listening Skills*, New York: OUP. 2005. Print.
4. Peterson, *Writing Skills for the GRE/GMAT*, New York: Peterson. 2002. Print.
5. Hanson, Anne, *Brain-friendly Strategies for Developing Student Writing Skills*, California: Corwin Press. 2009. Print.
6. Wegmann, Brenda, *Mosaic: A Reading Skills Book*, New York: Random house. 1985. Print.
7. Luthra, Simran, *Step Ahead with Soft Skills*, New Delhi: OUP. 2017. Print.
8. Pillai, Sabina, et.al, *Soft Skills and Employability Skills*, New Delhi: CUP. 2018. Print.

9. Emden, Joan Van and Lucinda Becker, *Presentation Skills for Students*, New York: Palgrave. 2004. Print.

10. Sundem, Garth MM, *Improving Student Writing Skills*. CA: Shell Education. 2007. Print.

TEXT BOOKS:

CO3 & CO4:

11. QUANTITATIVE APTITUDE BY R S AGARWAL, S CHAND PUBLICATIONS

12. A MODERN APPROACH TO VERBAL REASONING BY R S AGARWAL, S CHAND PUBLICATIONS

REFERENCE BOOKS:

CO3 & CO4:

1. Quantitative Aptitude - AbhijitGuha, McGraw Hills.

2. Logical Reasoning, Arun Sharma, McGraw Hill.

3. Analytical & Logical Reasoning, PeeyushBhardwaj, Arihant Publications.