

H. N. G. University , Patan
M.C.A – Semester - IV
MCA-41: Personality Development and Aptitude Test

- Unit: 1** [20%]
Aspects of communication skills,:
Objective of communication, Concept of communication, Type of communication, Verbal & Non Verbal communication, Body language, Obstacles in communication
- Unit: 2** [20%]
Writing Skills:
1. Revision of Grammar
2. Writing Essays
3. Comprehension or Precis Writing
- Unit: 3** [20%]
Business Communication [Written Communication]
1. Minutes 2. Memo
3. Bio-data 4. Memorandum
5. Notice 6. E-mail writing
7. Agenda 8. Proposal etc
- Unit: 4** [20%]
Quantitative Aptitude Test:
Numbers, LCM, MCM, Decimal Section, Simplification, Square root, Cube root, Average, Problems on numbers and ages, Surd and Indices, Percentage, Profit & loss, Ratio & Proportion, Time & Work, Time & Distance, Simple Interest, Compound Interest, Logarithm, Area, Volume & Surface Area, Permutation & Combination
Verbal & Non Verbal Reasoning :
Verbal:
Series, Analogy, Classification, Coding & Decoding, Blood Relation, Puzzle Test, Direction Sense Case, Logical Van Diagram, Alphabet test, Assertion & Reason, Situation Reaction Test
Non Verbal:
Series, Analogy, Classification
- Unit: 5** [20%]
[Practical Aspects of the course]
Mock Interview, Group discussion, attitude building, Team leadership and development of emotional and social intelligence etc.
- Text Books & Reference Books:**
1. Developing Communication Skills
Krishna Mohan & Meena Banerji (Mac Millan)
 2. A Practical English Grammar
A.J. Thomsen & A.V. Martinet (Oxford India)
 3. Comprehension, Precis and Paragraph Writing
By Dr. Shakti Batra (M B D International)
 4. A Communicative Grammar of English
Geoffrey Leech & Jan Svartvik (Pearson Education)
 5. English Conversation Practice
Grant Taylor (Tata McGraw-Hill)
 6. Handbook of Practical Communication Skills
Chrissie Wright (Jaico Publishing House)
 7. Communicating for Results
Fruehling R.R. & Lacombe J. M. (AITBS Publishers : New Delhi)
 8. Advanced Business Communication
J.M. Penrose, R.W. Rossberry & R.J. Myers (Ed. Thomson, South-Western:Singapore)
 9. Business Ethics and Managerial Values
S.K. Bhatiya (Deep & Deep Publication : New Delhi)
 10. Living English Structure Standard Allen (Longman)
 11. A Comprehensive English Language Course
Chandak Chattarji (Orient Longman Ltd)
 12. A Modern Approach To Verbal & Non-Verbal Reasoning
R.S. Aggarwal (S.Chand & Company Ltd.)
Your Interview K.L. Kumar(S.Chand & Company Ltd.)