

# PDP

## Module for B.Tech

### Ist (Physics Group) & IInd Semester (Chemistry Group)

#### Verbal

S.NO	CONTENT	CONTACT HOURS
Unit1.	<b>Believe in yourself:</b> Building self confidence, how to build self image? Meaning and definition of personality. Attitude building.	4
Unit 1.	<b>Handling stage fright:</b> Public speaking , Pressure handling skills,	6
Unit 2	<b>Exclusive to Indian English:</b> Indianism	2
Unit 2	<b>Essay writing:</b> Tips for technical writing. Essay writing	2
Unit 3	<b>Personality Development:</b> Self-esteem- Symptoms - Advantages - Do's and Don'ts to develop positive self-esteem – Low self-esteem - Symptoms - Personality having low self esteem - Positive and negative self-esteem, SWOT Analysis.	4
Unit3	<b>Presentation Skills:</b> Defining purpose, analysis of audience and locate, organizing contents. Preparing an outline of the presentation. Visual aids, nuances of delivery, Body language and effective presentation.	6
	<b>Total</b>	<b>24</b>

#### References

##### For Verbal Section:

Spoken English for India by R.K.Bansal and J.B. Harrison- Orient Longman

A practical English Grammar by Thomson and Martinet-Oxford University Press

Professional Communication by Malti Aggarwal

English grammar, composition and correspondence by M.A.Pink and A.E.Thomas –S.Chand and

Sons.Word Power by Blum Rosen-Cambridge University Press

A Dictionary of Modern Usage-Oxford University Press

##### For Aptitude Section:

Quantitative aptitude by R.S Agarwal

Verbal and Non Verbal Reasoning by R.S Agarwal

All books of puzzles to puzzle to puzzle you by Shakuntala Devi.

Question Bank on the practice exercise (Created for internal use)