

Date	Class Schedule	SBI PO			IBPS PO	
		Report	Situation	Email Wring	Essay	Comprehension
29 July Tuesday	Orientation - Fundamental of Writing	Fundamentals	Fundamentals	Fundamentals	Fundamentals	Fundamentals
30 July Wednesday	How to Create an Impactful Sentence/paragraph	Fundamentals	Fundamentals	Fundamentals	Fundamentals	Fundamentals
31 July Thursday	Pillars of Professional Writing	Fundamentals	Fundamentals	Fundamentals	Fundamentals	Fundamentals
6 August Wednesday	Fundamentals of Email Writing	You are a bank officer at a branch where a cyber fraud case was reported. Prepare a factual report on the incident, investigation, and precautionary measures taken.	You are posted as a bank officer in a rural area where people are reluctant to adopt digital banking. How would you convince and educate them?	Write an email to the HR manager requesting a change in your job location due to a medical emergency in the family.	The Role of Digital Public Infrastructure in Inclusive Economic Growth	The Role of RBI in Stabilizing Inflation and Managing Liquidity
7 August Thursday	Varities Of Email Asked in Exams	As a city traffic official, write a report on a major traffic jam caused by a protest march in the central business district. Include causes, response, and public impact	You are leading a project, but a senior team member continuously delays tasks. How would you deal with this without creating conflict?	As a customer, write an email to the bank manager to report an unauthorized transaction in your savings account.	India's Transition to a Cashless Economy: Opportunities and Challenges	India's Journey Towards Achieving Renewable Energy Goals
8 August Friday	Email Writing - Write with Me	You are a reporter covering a fire outbreak in a commercial complex during working hours. Draft a report outlining the incident, rescue efforts, and aftermath.	Your close friend has become distant after getting a promotion and seems uninterested in communication. How would you approach this situation?	Write an email to the electricity department requesting a correction in the latest bill which shows inflated usage.	Ethical Banking: Balancing Profitability with Social Responsibility	Financial Literacy and Its Impact on Economic Empowerment
11 August Monday	Situational Analysis	Write a report as a railway official about a major train delay due to technical faults, including passenger responses and restoration of services.	You are the head of a department, and your team is under pressure due to back-to-back deadlines. How would you maintain morale and productivity?	As a branch manager, write an email to the head office requesting approval for an urgent repair in the bank's server room.	The Impact of Artificial Intelligence on Employment in the Banking Sector	The Rise of Artificial Intelligence in Banking and Customer Service
12 August Tuesday	Fundamentals of Situation Analysis	You are a correspondent reporting on a stampede at a festive event in a temple town. Highlight the reasons, casualties, and crowd control lapses.	You are part of a study group, and one member is constantly distracted by social media. How would you address this without hurting their feelings?	Write an email to your professor requesting an extension for submitting a project due to personal health issues.	Climate Change and its Implications for India's Agricultural Economy	Challenges of Urban Planning and Sustainable Cities in India
13 August Wednesday	Format/Writing Style/Thought - Situational Analysis	As a school principal, write a report on a food poisoning incident during the annual sports meet. Include immediate action taken and follow-up.	You find yourself constantly multitasking but failing to meet personal deadlines. How would you reassess and improve your time management?	As a team leader, write an email to your supervisor requesting additional resources to meet project deadlines.	Social Media and Mental Health: A Rising Concern in a Digitally Connected India	Digital India Mission and the Growth of E-Governance
14 August Thursday	Report Writing	You are a bank branch manager. Write a report about a successful financial literacy camp conducted in a rural area under the Digital India initiative	You are a new joiner in a company, and your ideas are being ignored in meetings. How would you assert yourself without seeming arrogant?	Write an email to the municipal corporation requesting immediate action on the overflowing garbage in your locality.	The Future of Work: Navigating the Gig Economy and Informal Employment	The Growing Threat of Cybercrime in the Financial Sector
25 August Monday	Essay Writing/Report Writing - Fundamentals	You are a correspondent who covered a government job exam where question papers were leaked. Report on the event, reactions, and probe launched.	You have been given a leadership role, but your peers are older and more experienced. How would you earn their trust and lead effectively?	Write an email to your bank to close your savings account due to relocation and transfer of all funds to a new bank.	Financial Inclusion through Fintech: Transforming Rural India	Women in Leadership Roles: Breaking the Glass Ceiling
26 August Tuesday	Essay Writing/Report Writing - Planning	Write a report as a weather department official on the sudden cloudburst and its impact in a Himalayan region. Include rescue operations and local response.	Your sibling is suffering from anxiety due to competitive exams but refuses to seek help. How would you support and guide them?	As a customer, write an email to the credit card department to dispute a late payment charge that was incorrectly applied.	The Ethical Dilemma of Data Privacy in Digital Banking	Climate Resilience and Disaster Management in India
27 August Wednesday	Essay Writing/Report Writing - Execution	You are a municipal officer. Draft a report on a water-logging crisis following unexpected heavy rains in your city. Mention damage and civic response.	Your colleague has taken credit for your work in front of the manager. How would you react and resolve the situation professionally?	Write an email to your internet service provider to escalate a long-standing issue with slow internet connectivity.	Women Empowerment through Entrepreneurship and Financial Independence	The Ethics of Genetic Engineering and Its Social Implications
28 August Thursday	Essay Writing/Report Writing - Write with me	You are a newspaper correspondent who covered a public rally that turned violent. Prepare a report on the causes, escalation, and police intervention.	You are handling a customer who is agitated over a delay in service. How would you manage the situation calmly and restore trust?	As a project head, write an email to the vendor asking for a delay in delivery due to unexpected site issues.	The Role of Banks in Supporting India's Sustainable Development Goals	India's Start-up Ecosystem: Opportunities and Regulatory Hurdles
29 August Friday	Reading Comprehension / Precis - Fundamentals	You are a correspondent covering the launch of a state-sponsored employment fair. Report on participation, job offers, and public reception.	Your friend group is falling apart due to misunderstandings over group expenses. How would you intervene and restore harmony?	Write an email to the education loan officer requesting a revised repayment schedule due to recent job loss.	Education Reforms and the Role of NEP 2020 in Shaping Future India	Education Inequality and the Digital Divide Post-COVID
1 September Monday	Reading Comprehension / Precis - Fundamentals	As an event coordinator, write a report on the disruption caused due to a power failure during a high-profile cultural program.	You are an intern and notice unethical practices being carried out in the company. How would you respond to the situation?	As a customer, write an email to the insurance company to update the nominee details in your life insurance policy.	Corporate Social Responsibility: A Mere Obligation or a Strategic Advantage?	Microfinance Institutions and Their Role in Rural Development
2 September Tuesday	Reading Comprehension / Precis - Analyzing and Skimming	You are a district education officer. Write a report on the poor attendance of girls in schools in your district and the steps taken to address it.	You are facing burnout due to continuous work-from-home stress. How would you create a balance and regain your motivation?	Write an email to the hostel warden requesting early leave permission due to a family emergency.	Universal Basic Income: Is it a Viable Solution to Inequality in India?	The Impact of GST on Small and Medium Enterprises
3 September Wednesday	Reading Comprehension / Precis - Write with me	You are a journalist covering a major bank merger announcement. Write a report summarizing the event, reactions, and potential impact on employees.	You're part of a sports team where one player is being left out. How would you ensure inclusivity without disrupting team unity?	As a senior student, write an email to the principal suggesting a student mentorship program for new entrants.	Urbanization and Its Impact on Housing and Infrastructure Development	Sustainable Agriculture: Practices and Government Initiatives
4 September Thursday	Evaluation - Practice - All Concepts	Write a report as a correspondent covering the opening day of a government-sponsored skill development program in a backward district.	You notice your younger sibling is addicted to online gaming and ignoring studies. What measures would you take to help?	Write an email to the passport office requesting a rescheduled appointment due to a travel plan clash.	Cybersecurity Challenges in India's Expanding Digital Economy	The Role of Ethical Governance in Public Sector Enterprises
5 September Friday	Evaluation - Practice - All Concepts	You are an airport security officer. Draft a report about a bomb scare incident that caused delay and panic among passengers.	You and your roommate have completely opposite routines, causing tension at home. How would you resolve this with mutual understanding?	As a training coordinator, write an email to participants reminding them about the updated schedule for the upcoming workshop.	Inclusive Education for Children with Disabilities: Policies and Realities	Cryptocurrency Regulation in India: Risks and Rewards
8 September Monday	Evaluation - Practice - All Concepts	You are a police officer who handled a fake currency racket in a metro city. Write a report on how the racket was busted and the suspects apprehended.	You were publicly criticised by your teacher for a mistake you didn't make. How would you handle it respectfully and clear the confusion?	Write an email to the courier company inquiring about a package that has not been delivered beyond the promised date.	Green Banking: A Step Towards Environmental Sustainability	Public Health Infrastructure: Lessons from the Pandemic
9 September Tuesday	Evaluation - Practice - All Concepts	You are a correspondent at a government hospital where a protest erupted over a doctor's negligence. Report the event and official response.	You are preparing for a major exam, but your phone is becoming a constant distraction. What steps would you take to stay focused?	Write an email to your bank requesting to convert your regular account into a joint account with your spouse.	Ethical Leadership in Public Administration: Need and Challenges	The Evolution of UPI and Its Impact on Financial Transactions
10 September Wednesday	Evaluation - Practice - All Concepts	You are a volunteer coordinator for a government cleanliness drive. Prepare a report on the turnout, challenges faced, and community participation.	You've moved to a new city for a job, and you're feeling isolated. What steps would you take to adjust and build a support system?	As a library member, write an email to the librarian requesting waiver of fine due to a medical emergency that delayed book return.	The Role of Startups in Driving India's Economic Transformation	Social Media and Political Polarization: A Modern Dilemma