

# **IBPS CLERK PRELIMS 2017**

## **COMPLETE STUDY GUIDE**

▶ Exam Pattern ▶ Exam Syllabus

### **PREPARATION GUIDE FOR**

▶ English Language ▶ Numerical Ability

▶ Reasoning Ability

## IBPS Clerk Prelims 2017 - A Complete Study

### Table of Contents:

1. Introduction
2. IBPS Prelims Exam Pattern
3. IBPS Prelims Exam Syllabus
4. IBPS Prelims English Language Preparation
5. IBPS Prelims Numerical Ability Preparation
6. IBPS Prelims Reasoning Ability Preparation

*\*All the information provided in this ebook is based on IBPS Clerk 2017 exam notification.*

### Introduction

IBPS Clerk is one of the most popular banking exams of the country. The Institute of Banking Personnel Selection (IBPS) conducts the competitive exam to recruit professionals for clerical positions.

The IBPS Clerk selection process consists of three stages:

- Preliminary Exam
- Main Exam
- Provisional Allotment

### IBPS Clerk Prelims Exam Pattern

Name of the Section	No. of Questions	Maximum Marks	Duration
English Language	30	30	60 Minutes
Numerical Ability	35	35	
Reasoning Ability	35	35	
Total	100	100	

### IBPS Clerk Prelims 2017 Exam Syllabus

#### English

- Error Spotting
- Idioms & Phrases
- Active & Passive Voice
- Arrangement & Rearrangement of Sentences
- Direct & Indirect Speech
- Cloze Test
- Synonyms & Antonyms

#### Numerical Ability

- Ratio and Proportion
- Time, distance and speed
- Time and work
- Mixture and Allegations

- Averages
- Stocks and Shares
- Ratio and Proportion
- Percentage
- Clocks
- Volume and Surface Area
- Logarithms
- Permutation and Combination
- Partnerships
- Height and Distances
- Probability
- Simple Interest and Compound Interest
- Profit and Loss
- Trigonometry
- Algebra
- Data Interpretation
- Charts, Bar and Graphs

### Reasoning

- Analogy
- Statements and Assumption
- Syllogism
- Coding and Decoding
- Blood Relations
- Direction Sense Test
- Series Test
- Miscellaneous Test

### IBPS Clerk Prelims – English Language Preparation

#### Grammar

This isn't a question type as such in the exam, however it forms the basis of important question types such as: sentence re-arrangement, idioms & phrases, error spotting, sentence correction etc. So, build on your grammar by referring to helpful books such as: Wren & Martin. You can also refer to custom made e-books such as: [100 important idioms](#). These help you with your preparation as they cover exactly what is covered in the exam.

#### Reading Comprehension Section

Use the following tips as a guide to prepare for or to attempt RC questions:

- A good reading speed gives you an edge to score well in the exam, so make sure while preparing for RC you also work on your reading speed. [Read how to increase your reading speed here](#)

- Strictly stick to what is given in the passage and assume NOTHING else; even if it is true in day today situations. Do NOT make any assumptions whatsoever
- It is essential to balance speed and accuracy to score well in any competitive exam. The best way in which you can gauge this is via practicing multiple mock tests. Mock tests not only condition you for the real-time exam but also help you analyse your areas of strength and weaknesses
- RC passages can range from a variety of topics such as: Philosophy, Psychology, Economics, Politics or even Science. We never know what might come our way. Hence, it is important that we establish a level of comfort with all such genres by reading from multiple sources. Newspapers, especially the editorials and the weekend specials are a good place to start
- A major problem that all candidates face while solving RC questions is that they get confused between 2 options. This happens because we read to understand only what the statements say; whereas the RC questions demands our understanding of the writer's/author's perspective as well (this is known as reading between the lines).

Apart from this, just PRACTISE as much as you can. Because nothing beats that.

### Vocabulary

Just as for grammar, vocabulary is tested both directly and indirectly in the exam. There might be difficult words in the passage that may make it difficult for you to understand what is being talked about (indirect testing of vocabulary). There may be direct questions on synonyms, antonyms. Hence, reading from a variety of sources is a must. Make sure you add at least 10 new words every day. You can also attempt these FREE vocabulary quizzes [HERE](#).

### IBPS Clerk English Language Preparation: General Tips

1. We suggest the following preparation strategy for your English Language preparation for IBPS Clerk Prelims:
  - Build concepts
  - Practice Questions
  - Solve Previous year question papers
  - Revise
  - Take Full Mock Tests
2. After learning each topic, take a **sectional test** for that topic to measure your progress. Continue learning and practicing till you're thorough in that concept and then move on to the next one.
3. Solving previous year reasoning question paper will familiarize you with the question patterns and difficulty levels.

4. Revision is important to retain the concepts learnt. Revise each concept 2-3 times before the exam. It's also important that you **practice sectional tests** after revising each topic to master it.
5. Take full-length mock tests after your preparation to measure your progress. Mock tests provide you instant feedback in the form of analytics, which will help you determine your speed & accuracy in solving **English Language questions** and identify your strong and weak areas. You can also use your performance analysis to fine-tune your preparation by practicing more questions from topics you're weak or slow at.

## **IBPS Clerk Prelims: Numerical Ability Preparation**

### **Topics & No. of Questions**

The numerical ability section in the IBPS clerk prelims will include 35 questions. Below is the expected break-up of the section (based on previous years' exams). Understand this break-up and prepare accordingly.

- Arithmetic – 8-10 questions
  - Percentage
  - Profit & Loss
  - Ratio & Proportion
  - Simple Interest & Compound Interest
  - Time & Work
  - Time, Distance & Speed
  - Mixture & Allegations
  - Averages etc.
- Series – 5 questions
- Quadratic Equations – 5 questions
- Simplification – 5 questions
- Probability – 0-2 questions
- Data Interpretation – 10 questions
  - Pie Chart
  - Bar Graph
  - Tables etc.

## Time Allocation

Allocate about 25 minutes for this section. Along with reasoning, this section tends to take the maximum amount of time in the exam. Try to attempt the easier and less time-consuming questions first so that you can clear the sectional and overall cut off.

## Categorize Quant Questions

This categorization will help you during exam preparation as well as in the exam.

**Easy and Scoring Questions** – These will include questions that are easy and quick to solve. Questions from Simplification, Arithmetic Topics, Percentages, Averages etc. will fall under this category. Try to attempt these questions first to gain confidence and score better in the exam.

**Difficult and Time-consuming Questions** – These will include questions that will be slightly more difficult than above and solving these also involves quite some time. Questions from Probability, Quadratic Equations, Number Series, Data Interpretation will fall under this category. As these questions might be tricky, to attain accuracy, you need to ensure adequate practice before the exam.

## Go back to School

You have studied almost all the topics covered in the IBPS clerk exam. You need to go back to your school studies and get your basics clear. Study concepts in order as many are interconnected. In Quant, formulas play an important role. Maintain notes of important formulas which you can refer to from time to time. Few important Quant formulas are listed below.

- **Geometry Theorems**
  - Pythagoras Theorem:  $AC^2 = AB^2 + BC^2$
  - Apollonius Theorem: If AD is the median,  $AB^2 + AC^2 = 2(AD^2 + BD^2)$
  - Angle Bisector Theorem: If AD is the angle bisector for angle A,  $AB/BD = AC/CD$
- **Area (2D Figures)**
  - Area of a Circle =  $\pi r^2$
  - Diameter of a Circle =  $2r$
  - Circumference of a Circle =  $2\pi r$
  - Area of a Rectangle =  $l \times b$  ( $l$ =length,  $b$ =breadth)
  - Area of a Square =  $a^2$  ( $a$ =side)

## Get your Study Resources

1. Quantitative Aptitude Test by N.K. Singh
2. Quantitative Aptitude for Competitive Exams by R.S. Agarwal
3. Kiran's Textbook of Quickest Mathematics
4. [Important Quant Formulae Flash Cards](#)
5. [Quantitative Ability Daily Quiz](#)

## Attempt Mocks

Practice makes you perfect and it is absolutely correct in terms of quant. Regular practice is important even for those who think quant is their forte. Practice both sectional and topic-wise tests based on IBPS clerk exam format. After every mock attempt, analyse your score and identify the weak areas. Try to concentrate more on those and attempt additional tests for those topics. This will help you gain an edge over the difficult topics. Along with sectional tests, also attempt full-length mocks on IBPS clerk to get a feel of the actual exam.

You can practice full-length as well as sectional [mock tests from Oliveboard](#). With our platform, you will be able to analyse your performance for each mock. Here's how Oliveboard mocks will help you prepare better:

- Our [study plan](#) creates a personalized study schedule based on syllabus, important topics and time available. We help you track your progress and upcoming tasks
- [OliveBoard's platform](#) gives your All India Standing (AIR). Also, by using this platform you can reduce your study time as it identifies your weak areas and provides remedial practice tests for the same.

## Manage your Time Smartly

Time management is crucial in every competitive exam. While practicing for the quant section of IBPS clerk, you need to keep an eye on the time spent. Try to [improve your calculation speed](#). Include calculation in your daily life, practice **mental math**, memorize multiplication, square and cubes tables. Also, learn Vedic math tricks and short-cuts to solve problems. However, you will gain a strong hold over these tricks only with rigorous practice.

## Read Carefully and Avoid Guess Work

In a hurry of solving questions faster, many make the common mistake of not reading the question carefully. Always read the question carefully, understand it and then attempt the answer. Also, as there is negative marking in the IBPS clerk exam, avoid guess work.

## IBPS Clerk Prelims – Reasoning Ability

### Categorize Reasoning Section

As reasoning is one of the most time-consuming sections in the IBPS clerk exam, to categorize the section in terms of difficulty can be a good trick. You can categorize this section in simple, medium and complex and attempt questions in the same order. This way you will be able to finish more number of answers on time.

### Reasoning Questions – Simple

- Classification/Odd Pair
- Series Completion/Analogy
- Direction Based /Direction Sequence
- Number, Ranking & Time Sequence
- Alphabet /Dictionary

Questions around these topics should be attempted first. There will be approximately 10-12 questions around these topics in the IBPS clerk exam.

### **Reasoning Questions – Medium**

- Inequalities
- Blood Relations
- Coding Decoding
- Syllogisms
- Data Sufficiency

Candidates can expect approximately 15-17 questions covering these topics in the exam. Practice is the mantra to master these questions.

### **Reasoning Questions – Complex**

- Seating Arrangement
- Puzzles
- Input Output Machine

There will be 10-15 questions from this section. Attempt these at the end depending on the time left. Do not attempt a question unless you are confident.

### **Reasoning Books to Refer**

- Modern Approach to Verbal and Non-Verbal Reasoning by Dr. R.S. Agarwal
- Analytical Reasoning by M.K. Pandey
- Magical Book of Puzzles by K Kundan

### **Practice IBPS Clerk Mock Tests**

The above categorization not just help you in the exam but also during your exam preparation. You can distinguish the easy and complex questions. Identify topics you are weak and focus more on understanding them.

Practice as many [IBPS clerk mock tests](#) as you can. This will improve your knowledge as well as speed. You can opt for time-bound mock tests from Oliveboard. You can also attempt topic wise test to evaluate your progress.



## **Attempt Previous Years' Question Papers**

This tip is almost relevant for all exams. Work out previous years' question papers to evaluate your knowledge and speed and to understand the flow of questions. You can also check solved question papers of previous years for reference.

**All the best!**

Stay tuned for more such resources on our blog:

<https://www.blog.oliveboard.in>

Click on any of the below given exams to take a FREE mock test:

## Banking

[SBI PO](#) | [IBPS PO](#) | [RBI GRADE B](#) | [IBPS CLERK](#) | [IBPS SO](#) | [NABARD](#) | [SBI CLERK](#) | [SIDBI](#)  
[RBI ASSISTANT](#) | [IPPB OFFICER](#) | [IBPS RRB OFFICER](#) | [IBPS RRB ASSISTANT](#) | [LAKSHMI VILAS BANK](#)  
[DENA BANK PO](#) | [BOB MANIPAL](#) | [BOM MANIPAL](#) | [SYNDICATE BANK PO](#) | [IDBI BANK PO](#)

## MBA

[CAT](#) | [CMAT](#) | [XAT](#) | [MHCET](#) | [NMAT](#) | [SNAP](#) | [IIFT](#)

## Government and Insurance

[UPSC](#) | [SSC CGL](#) | [LIC AAO](#) | [UIIC AO](#) | [RAILWAYS RRB](#) | [LIC HFL](#) | [UIIC Assistant](#) | [NICL Assistant](#)  
[OICL AO](#) | [NICL AO](#) | [NIACL AO](#) | [IRDAI](#) | [IB ACIO](#) | [NIACL Assistant](#)

## About Oliveboard:

Oliveboard is a leading preparation portal for MBA, Banking and Government exams. We provide free mock tests, comprehensive study material that includes lessons & video lectures, and various other features such as analytics, group study and study planner. Ace your exams by preparing on PC or Mobile with study synchronized across devices.

Download our [Android App](#)

