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Ebook

IBPS PO 2017

PREPARATION GUIDE

ENGLISH

QUANTITATIVE

REASONING

English Language Preparation

The English language section is the one that is a cause of worry for most of the aspirants. However, if one understands the basics then he/she can easily clear the cut-offs for this section.

Let's first take a look at the various question types asked in the English section and the number of questions that can be expected of each type in the IBPS PO 2017 exam.

IBPS PO 2017 Preliminary Exam: English Language Section (Question Types)

Topics	Expected Number of Questions
Reading Comprehension	10
Cloze Test	10
Fill in the blanks	0-5
Multiple meaning/error solving	0-5
Paragraph Complete/ Sentence Correction	5
Para Jumbles	5
Miscellaneous	5

**Please note these numbers are not definitive. Usually the number of questions from reading comprehension is fixed (10) and numbers vary for the rest of the question types.*

The key to successfully clearing the English section is having strong basics. So, let's see how to do just that for each of the above-mentioned question types.

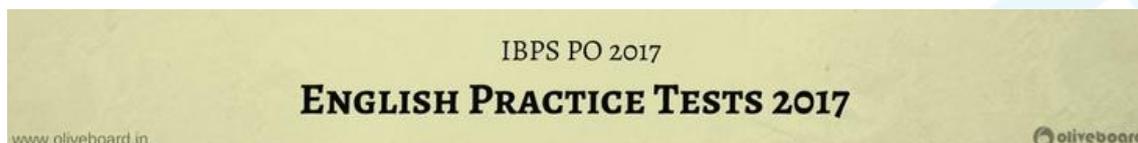
Grammar

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 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](#)

1. Strictly stick to what is given in the passage and assume NOTHING else; even if it is true in day-to-day situations. Do NOT make any assumptions whatsoever.
2. 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.
3. 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.
4. 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).

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.

General Tips

1. We suggest the following preparation strategy for your **English Language preparation for IBPS PO Prelims 2017**:

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. Chances of questions similar to ones that appeared in **2016 IBPS PO Prelims English Language paper** appearing in the **2017 exam** are high. 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.

Quantitative Aptitude Preparation

What to study?

Following are topics you can expect in your **IBPS PO Prelims Quantitative Aptitude** section 2017:

You can expect up to 5 questions each from Simplification/Approximation, Number series, Data Interpretation (5 to 10 questions), Quadratic Equations and Data Sufficiency.

You can expect up to 3 questions each from the other miscellaneous topics, such as Percentage, Ratio and Proportion, Average, Mensuration, Simple interest compound interest, Problem on ages, Speed time and distance, Profit and Loss, Linear equations, Permutation and combination, Probability, Mixture and Alligation, Time and work, Boats and streams, Pipes and cisterns.

IBPS PO Prelims Quant exam analysis 2016

In the **2016 IBPS PO Prelims** the Quant section was of **easy to moderate level**. The topics that appeared in **previous year IBPS PO Prelims quantitative aptitude** section were:

Data Interpretation - 10 (2 sets) questions

Quadratic Equations – 5 questions

Approximation – 5 questions

Number series – 5 questions

Miscellaneous (Simple and compound interest, speed and time, profit and loss, time, work, averages, ages, ratio, etc.) – 10 questions

IBPS PO Prelims Quantitative Aptitude Preparation Material

We suggest you keep your **preparation material** minimum. You will need the following **study material** for effective **preparation of Quantitative Aptitude section of IBPS PO Prelims**:

- **Practice Sets**
- **Previous Year IBPS PO Prelims Quant Question Paper** (*organized chapter-wise*)

Note on books: It's been noticed that Quant preparation books containing practice sets and previous year question papers have a lot of errors in them. Therefore, you need to be very careful when it comes to selecting books for your IBPS PO Prelims Quant exam preparation. Make sure you pick the best and most recommended book from the market which has no errors.

Oliveboard provides **video lectures, concept lessons, topic and sectional tests** for effective **preparation of IBPS PO Prelims Quant** section.

These **preparation material** are created by *experts* and *topper* after an in-depth research and analysis.

IBPS PO Prelims Quantitative Aptitude Preparation Method

While it is important to learn all the concepts across all the topics of **IBPS PO Prelims Quant** and practice them, it is equally important to learn them in an **order**. Most quant topics are interdependent, meaning, you need to know concepts of one topic to understand or solve another.

For instance, most **Quant topics** require you to apply concepts of **Interest, Percentage** and **Profit & Loss**. Therefore, we suggest you start by learning, what are called the **base of Arithmetic section: Percentage, Profit & Loss and Interest**. Understand the concepts and practice them to master them.

Start by learning topics that form the base for other topics and then move on to higher-level difficult topics that require you to have a knowledge of these base topics.

Start with the basics

If you're poor at math, we suggest you start by brushing up your **basic math concepts** using **NCERT Math textbooks of 8th to 10th grade**. However, you need to be **selective** in your learning and learn only those concepts that will most likely appear in the exam.

Calculation speed

It goes without saying, that you need to have a **good calculation speed** to save time during your exams. Following are a few ways you can calculate faster and save precious energy & time:

- The Addition, Subtraction, Multiplication & Division are used in almost all the math problems. Learn and follow the **one-liner approach** for quicker addition, subtraction, multiplication and division.
- Next learn tables up to 20 and square roots up to 30, cube roots up to 20

[How to multiply 3-digit numbers in 10 seconds](#) | [How to multiply 2-digit numbers in 10 seconds](#)

| [Toppers strategy on how to add numbers faster](#)

A word on Shortcut Tricks:

There are plenty of shortcut tricks for every Quant topic. However, you need to be **selective** about which shortcuts you should learn. We suggest you learn shortcuts only after **mastering the conventional way** or traditional way of solving the Quant topics. Learning all the shortcuts available will only end up confusing you further. Therefore, learn those shortcuts which will help you arrive at the solution faster.

The key here is to master both the traditional way of solving and solving using shortcut techniques.

How to learn the shortcut techniques?

Your shortcuts need to be **personalized**. Every individual has a different way of solving questions and therefore can devise their own shortcuts depending on their strengths and weaknesses. We suggest you try and come up with your own **shortcut techniques**. If and only if you can't do this, refer to books that contain shortcut techniques. Likewise, don't waste your time trying to mug up all the formulas to all the questions. Learn only the most important formulas.

Practice Sets

After learning each concept, practice sufficient number of questions from the practice sets to build those concepts. Every topic has a different kind of question. Therefore, solving questions from practice sets exposes you to all possible kinds of questions from that topic which will help you master it. Repeat this for all the topics and finish all the chapters.

Practice tests include thousands of questions of varying difficulty levels to prepare you for any kind of question in the exam. The tests also provide **in-depth analysis** of your performance, including time taken per topic, accuracy, all-India standing, and much more.

Previous Year Question Papers

Once you have practiced sufficiently, it's time to bring out your **previous year IBPS PO Prelims Quant question papers**.

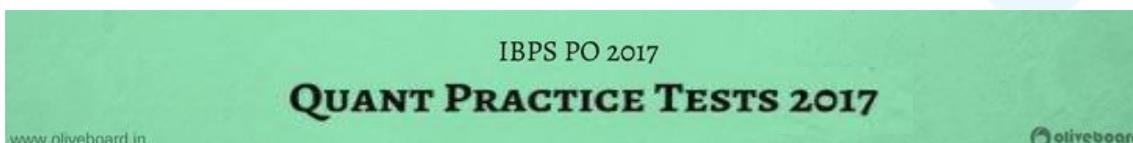
*Why is it important to solve **Previous Year Question Papers**:*

- **IBPS** tends to repeat questions from previous years in its question papers
- Solving **previous year question papers** gives you a brief idea of the difficulty levels of questions asked
- They will familiarize you with the question patterns

Revision

Revision is underestimated and not taken seriously. Revising the concepts you have learnt is extremely important to retain and master them. So, make sure you:

- Revise the basics from the NCERT math textbooks
- Revise the practice sets
- Revise important high-level questions



Mock Tests

Mock tests are constant, from the start to the end of your **IBPS PO Prelims Quant preparation cycle**.

- Take a mock test before you begin your preparation to assess your level
- Take topic and sectional quant mock tests during your preparation ([practice sets](#))
- Take complete sets of mock tests post your revision stage

Mock tests will help you measure your study progress and improvise on your weak areas. They provide instant feedback in the form of detailed analysis to help you determine your speed and accuracy and also your strong and weak areas.

General tips

- Quadratic Equations: The Quadratic Equations is an easy topic. You need to know how to find roots, how to find sum of roots, etc.
- Number series: Number series is a relatively difficult topic. We suggest you attempt these questions at last. The questions are pretty straight forward.
- Data Interpretation (Tabular, Bar graph, Pie chart, Line graph, Missing DI): The Data Interpretation sums are calculation based, therefore your calculations need to be super-fast. Know fractions, percentages, and how to read data.
- Maintain a practice workbook to pen down the mistakes you're making while practicing. This way you won't repeat your mistakes again. Also make note of formulas for different chapters. You can use this workbook during your revision.
- [Practice questions in an exam like environment](#). This will familiarize you with the exam environment.
- Avoid use of calculators for calculations and minimize the number of rough sheets you use for calculation. Try and calculate mentally as much as possible to save time.
- Don't get stuck on any particular question during the exam. If you're finding it difficult to solve a particular question, we suggest you mark it for review and solve it later if time permits.
- If you're good at the Reasoning and English sections, we suggest you attempt them before the Quant section in as less time as possible (with accuracy, mind you) and use the remaining time for Quant.
- Try and solve all the Quant problems in 25 minutes if you're fast solver or maximum 30 minutes if you're slow. Minimize the attempt time and maximize your accuracy. If you're taking 25 minutes in total for Quant, 5 minutes is spent in reading or scanning the questions.
- Try answering all the questions. However, you don't have to answer all the questions, so you can afford to skip 2 to 3 questions which are time-consuming if you're running out of time.
- 18 to 20 questions is considered as a good attempt.
- It's extremely important that you read the question and determine whether or not you can solve it. Answer the question only if you're confident about it. There's a negative marking of 0.25 marks for wrong answers.

Reasoning Preparation

IBPS PO Prelims Reasoning Syllabus & Weightage

You can expect up to 5 marks questions from **coded/mathematical inequalities**, **syllogisms**, **coding decoding**, **seating arrangement** (circular & linear), **blood relations**, **directions and distances**, **ordering & ranking**, **double line up & scheduling**.

2 to 3 marks questions from **directions and distances**, **analogy**, **classification**, **data sufficiency** and **series**.

IBPS PO Prelims 2016 Topics

Following is the list of topics that appeared in **IBPS PO Prelims 2016 Reasoning test** and their weightage:

- Inequalities - 5
- [Syllogism](#) - 5
- [Seating arrangement](#) (circular and linear) - 10
- [Puzzles](#) - 10
- Miscellaneous - 5 (ranking, direction sense, blood relations)
- Total – 35

The level of **IBPS PO Prelims reasoning paper** was **easy to moderate**.

We suggest you use the **IBPS PO Prelims 2016 Reasoning exam analysis** as a guideline to prepare for your **IBPS PO Prelims 2017 Reasoning paper**.

IBPS PO Prelims Reasoning Study Material

Following is a list of **preparation material** you can use for your **Reasoning preparation**. However, we suggest you keep the following points in mind before choosing your **study material**:

- The reasoning preparation books available in the market might contain errors. We suggest you pick the most recommended book(s) with no errors in them.
- Keep your preparation resources minimum. Do not hoard too many books or other preparation material as this will only end up confusing you.
- There are several books available in the market that contain shortcut techniques. However, we suggest you try and come up with your own shortcuts to arrive at the solution quicker, based on your strengths, weaknesses and understanding of the concept. If and only if you cannot do that, then go for a book.

The Reasoning section tests your *problem-solving, decision-making skills and logical abilities*. It takes months and constant and consistent practice to master these skills and it is not something you can achieve in a short time. Therefore, we suggest you start spending some time solving puzzles online, like **Sudoku, Crossword puzzles, Mind bender puzzles**, etc. These will sharpen your skills and train your brain to think logically.

- **Books** (optional): A New Approach to Reasoning Verbal & Non-verbal by B. S. Sijwalii & Indu Sijwalii and Modern Approach to Verbal & Non-verbal Reasoning by R. S. Aggarwal
- [Reasoning video lessons](#)
- [Reasoning Practice Tests](#)
- **Previous Year Question Papers**

Preparation Strategy for IBPS PO Prelims 2017 Reasoning

We suggest the following preparation strategy for your **Reasoning preparation for IBPS PO Prelims 2017**:

Build concepts -> Practice Questions -> Solve Previous year question papers -> Revise -> [Take Full Mock Tests](#)

Build concepts

Start by learning the concepts of each **Reasoning topic** that is likely to appear in the upcoming **IBPS PO Prelims 2017 exam**. If you're new to reasoning or if you aren't very good at it, there's no need to worry. You have enough time to brush up the basics. We suggest you brush up your basics in reasoning and logical thinking first and then move on to the advanced concepts.

Once your fundamentals are in place, start watching reasoning video lessons that breakdown every reasoning topic to the basic level. Learn the concepts using **video lessons** or **reasoning preparation books**.

Practice questions

After learning each reasoning 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.

Solve previous year question papers

Chances of questions similar to ones that appeared in **2016 IBPS PO Prelims Reasoning paper** appearing in the **2017 reasoning exam** are high.

Solving **previous year reasoning question paper** will familiarize you with the question patterns and difficulty levels. So, once you are done learning all the concepts and practicing sufficient questions from each topic, we suggest you solve the **previous year reasoning question paper**.

Revise

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.

Take full-length mock tests

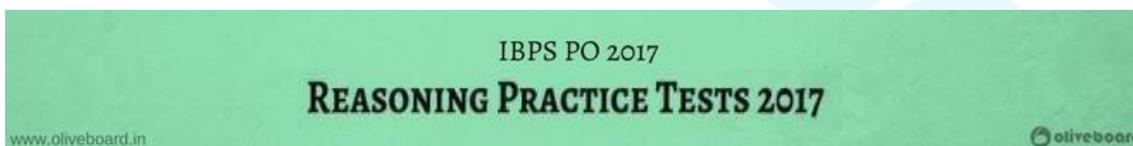
You need to take full-length **reasoning mock tests** before and after your preparation:

1. Take one full-length [reasoning mock test](#) before you begin your preparation to gauge your level
2. 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 **reasoning questions** and identify your strong and weak areas.

You can use your performance analysis to fine-tune your **preparation** by practicing more questions from topics you're weak or slow at.

General Tips

- 22 to 24 is considered a good attempt in the **Reasoning paper**
- We suggest you allot 20 minutes to the **reasoning paper** and use the remaining for English & Quant
- Absolutely avoid guess work. **IBPS PO Prelims 2017** has negative marking of 0.25 marks for every wrong answer
- Read the questions carefully before answering
- You don't have to answer all the questions. We suggest you first glance through the question and decide if you want to solve it or not. If you're finding it difficult to solve a particular question, we suggest you mark it for review and get back to it later. Do not spend too much time being stuck on the same question.
- Be well-rested before the exam



IBPS PO 2017 Exam dates

Prelims: 7th, 8th, 14th, 15th Oct 2017

Mains: 26th Nov 2017

IBPS PO 2017 Exam pattern

Prelims

Name of the section	No of questions	Max marks	Medium	Duration
English Language	30	30	English	60 mins
Quantitative Aptitude	35	35	English and Hindi	
Reasoning Ability	35	35	English and Hindi	
Total	100	100		

Mains

Name of the section	No of questions	Max marks	Medium	Duration
Reasoning & Computer Aptitude	45	60	English and Hindi	60 mins
General/Economy/Banking Awareness	40	40	English and Hindi	35 mins
English Language	35	40	English	40 mins
Data Analysis & Interpretation	35	60	English and Hindi	45 mins
Total	155	200		3 hours
English Language (Letter writing & Essay)	2	25	English	30 mins

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