

APPROACHES TO SUCCEED IN COMPETITIVE EXAMS



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CAREER PLANNING



What am I really going to do?

Can I really get there?

What are the risks?

Am I sure of the route?

Where?
When?

Are my subjects appropriate?

If I don't make it then.....do I have any other options?



Design *my* Best Life



Live Life with Purpose,
ON PURPOSE



“ABILITY
is what you're capable of doing.

MOTIVATION
determines what you do.

ATTITUDE
determines how well you do it.”

- Lou Holtz

**“THE REAL
SECRET
OF success
IS enthusiasm.”**

Walter Chrysler

**SUCCESSFUL
PEOPLE NEVER WORRY
ABOUT WHAT OTHERS
ARE DOING.**

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EXAM PREPARATION TIPS

“Winners focus on winning, losers focus on winners” — Michael Phelps



How Can We Stay Focused In This Competitive World?



Facing the competitive world

- Challenging Task
- Requires lengthy home work
- Needs thorough preparation
- Study of Multidisciplinary subject areas
- Detailed study for prescribed syllabus
- Contents in long term memory
- Practice tests/ Mock tests
- Cyclic events, prepare and perform

Self Management vs Time Management

- Ensure that you set targets which you can achieve.
- Manage your schedule in a manner that sufficient time can be dedicated to the preparation.

Do these for your benefit

- **Attend Online/ Offline Classes Regularly**
- **Revise on a Daily Basis**
- **Solve Time-Bound Exercises, Mock Tests & Model Papers**
- **Raise Doubts or Questions if any**
- **Choose Coaching/ Institutes/ Teachers Wisely**
- **Get Your Concepts Clear**
- **Focus**
- **Solve Previous Year Question Papers**

What needs to be done?

- **Interests, preparations, performance**
- **Aptitudes and abilities are imp.**
- Identify the top career interest areas based on your interests, values, and self-image, and consider the possible ones
- Self-Assessment & your career interests.
- 3000 designated jobs are there in the world.
- Each individual tends to prefer only a few jobs (he/she may think of going to these)



TAKE CARE:

- Do it smart- work hard, study 6 hours or more every day,
- read many books selectively,
- make short notes,
- take mock tests
- Start early- preparations once you decide
- See old questions, try to solve them
- Make it as a routine work- chart
- Prepare once- write all

Do it

- Read, Read, Read
- Write notes
- Take guidance
- Get, set, go
- Be confident
- Read newspapers
- Physical Exercises

Avoid

- Multi-tasking
- Loss of concentration
- Distractions
- Moving around
- Loss of sleep
- Unhygienic food
- Overeating/ starving
- Tension

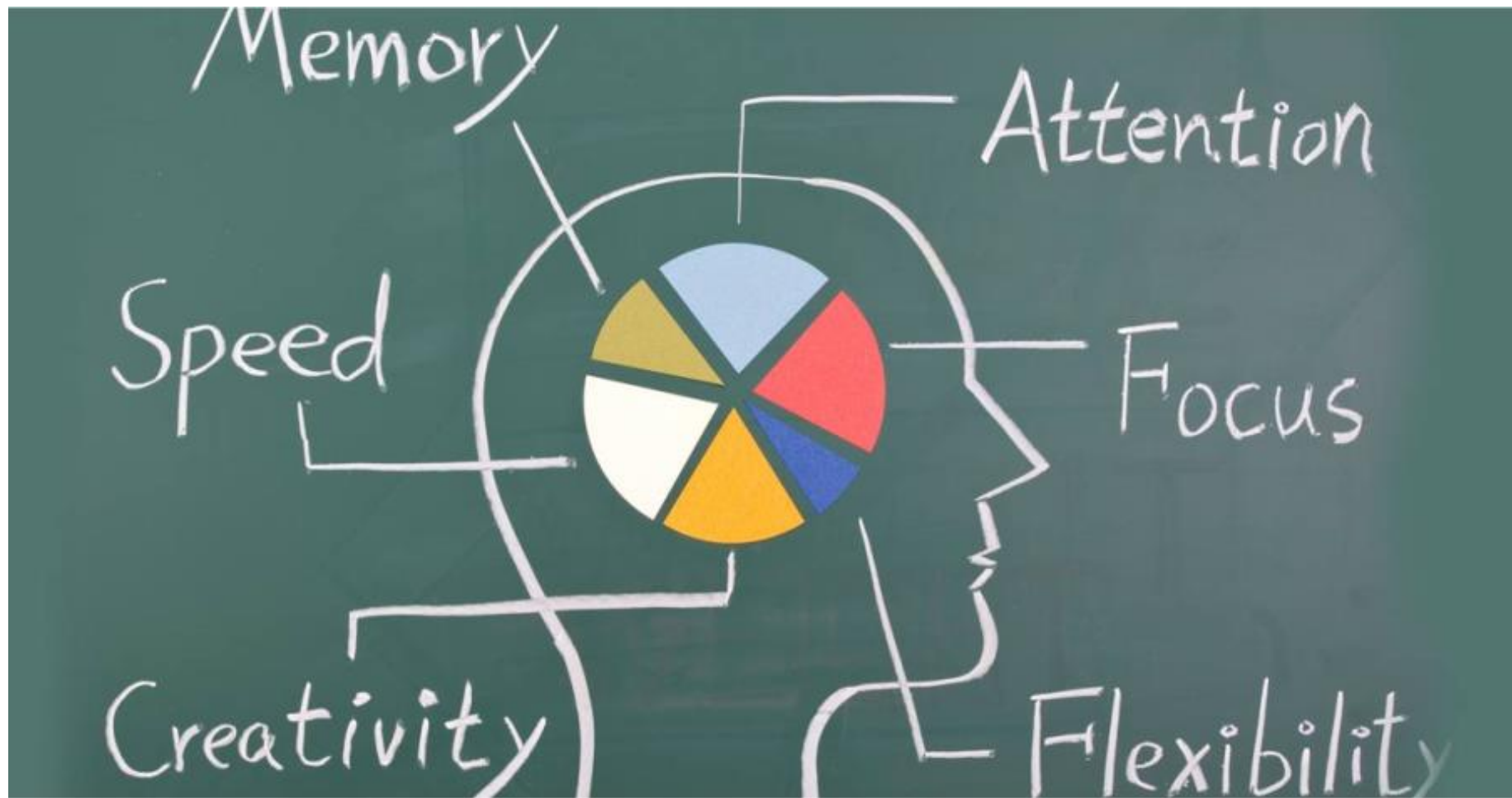
Listening Skills

- **ability** to accurately receive and interpret messages in the communication process.
- **Listening** is key to all effective communication. Without the **ability** to **listen** effectively, messages are easily misunderstood.
- Active listening
- Passive Listening(?)



Listening

- In fact, listening is just as important as speaking.
- Being a good listener helps solve problems, resolve conflicts, and improve relationships.
- In the workplace, effective listening contributes to fewer errors, less wasted time, and improved accuracy.
- Effective listening helps build friendships and careers.



Long term Memory

- Long term Memory - is anything you remember that happened more than a few minutes ago.
- Long-term memories aren't all of equal strength.
- Stronger memories enable you to recall an event, procedure, or fact on demand—for example, that Paris is the capital of France.
- Weaker memories often come to mind only through prompting or reminding.
- Declarative memory is the aspect of human memory that stores facts.
- It is so called because it refers to memories that can be consciously discussed, or declared.
- It applies to standard textbook learning and knowledge

Boost your Memory power

- **Practice Mindfulness, Train Your Brain**
- Types of Memory- Sensory memory is the ability to retain impressions of sensory information after the original stimulus has ceased.
- Short-term memory—closely related to “working” memory—is the very short time that you keep something in mind before either dismissing it or transferring it to long-term memory.

Notes taking

- Use all sources
- Understand and take notes
- Linear notes(headings, sub-headings, points)
- Pattern notes- write the topic at the centre of the page, use key words as radiating items, add extra items, indicate links

Skeleton Prose

- This is the most common form of note taking.
- Notes are structured as a sequence of numbered points and paragraphs, with headings and indentations - a little like an essay plan.

How to Take Notes

- summarise - be concise
- be as neat as possible
- use headings and numbered points
- use abbreviations/shorthand (but spell out personal or place names legibly)
- leave spaces in between your notes (for amendments and additions)

Taking Notes from Written Material

- When taking notes from written material we have to do the following:
- Identify the main points in a paragraph.
- Transform the main points into note form.
- Show how these main points are linked.

Test Taking Strategies

- 1. Be prepared, Maintain a positive attitude
- 2. Always arrive early and take a moment to relax
- 3. Listen attentively to last minute instructions given by the instructor
- 4. Read the test directions very carefully and watch for details
- 5. Plan how you will use the allotted time
- 6. Answer all the expected number of questions
- 7. Plan to finish early and have time for review

Questions and Types

- MCQS
- Match the following
- Fill up the blanks
- Connect two parts of a sentence with appropriate words
- Find out the errors in a sentence
- Logical orders
- Jumbled words

Extensive knowledge on English Vocabulary

- 40000 words
- One word substitutes
- Synonyms / antonyms
- Idioms and Phrases
- Indirect/ Indirect speeches
- Spotting errors
- Comprehension paragraphs

One competitive exam pattern

Paper	Topics	Questions	Marks	Time
Paper I	Reasoning Ability	25	25	2 hours
	Numerical Ability	25	25	
Paper II	GK & Current Affairs	25	25	
	English Language	25	25	
Paper III	Insurance and Financial Marketing	50	50	

Another exam pattern

Section	No.of Questions	Marks	Duration
English	50	50	35
Logical Reasoning	50	50	35
General Awareness	50	50	15
Numerical Ability and Quantitative Ability	200	200	120
Total	200	200	120

Yet another exam pattern

Sections	No. of Ques	Total Marks	Minimum Qualifying Marks		Duration
			SC/ST/PwBD	Others	
Reasoning Ability & Computer Aptitude	40	40	14	16	30 min
General/ Financial Awareness	40	40	14	16	30 min
Quantitative Aptitude	40	40	14	16	30 min
English Language	40	40	14	16	30 min
Hindi Language	40	40	14	16	30 min
Total	200	200			2 h 30 min

Sections	No. of Ques	Total Marks	Minimum Qualifying Marks		Duration
			SC/ST/PwBD	Others	
Reasoning Ability & Computer Aptitude	60	60	22	24	40 min
General/ Financial Awareness	50	50	18	16	35 min
Quantitative Aptitude	50	50	18	20	40 min
English Language	40	40	14	16	35 min
Total	200	200			2 h 30 min

English Syllabus – SBI PO Prelims

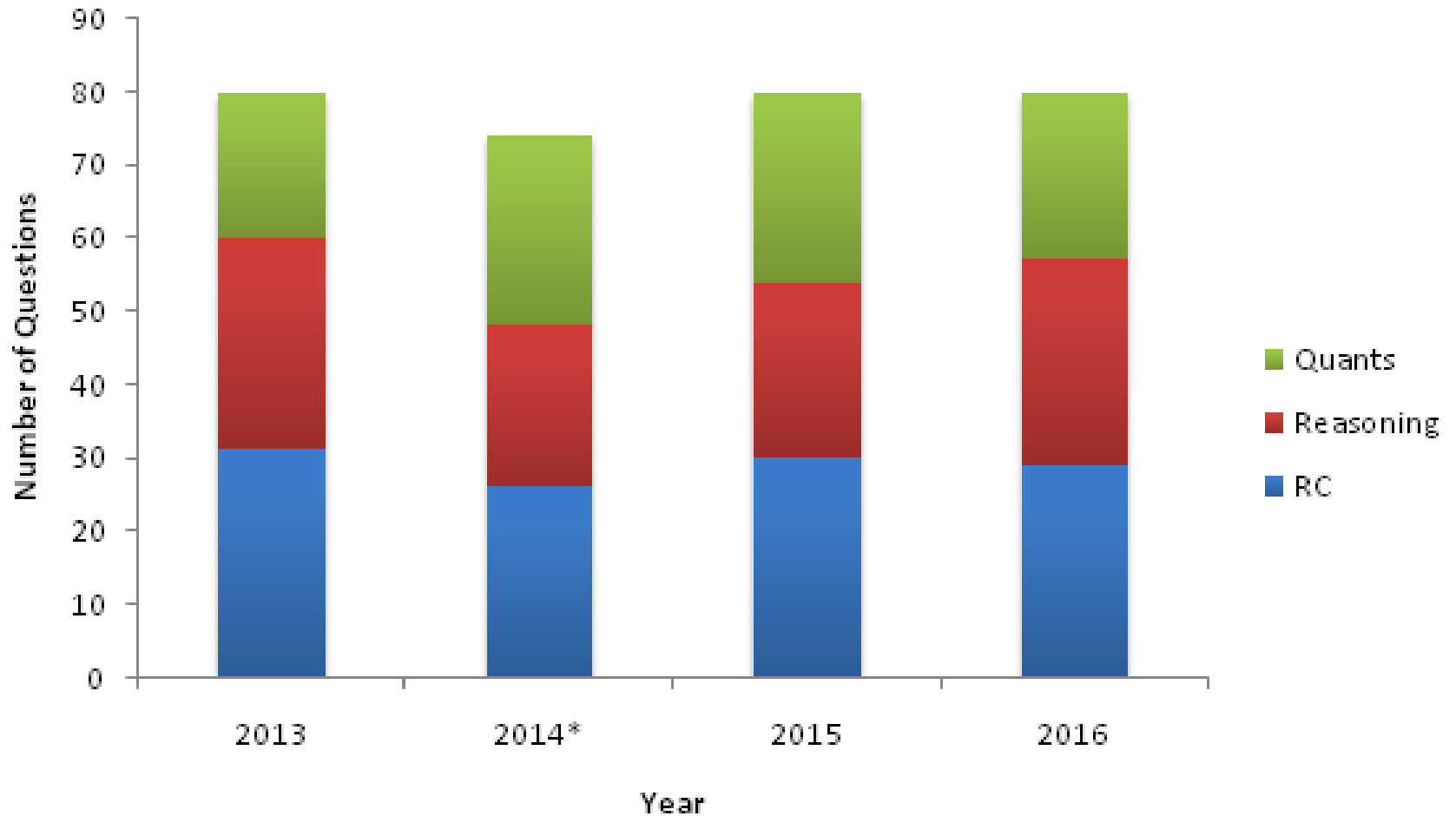
Topics	Expected Number of Questions
Reading Comprehension	10-15
Cloze Test	10
Fill in the blanks	0-5
Multiple meaning/error solving	0-5
Paragraph/Sentence Correction	5-10
Para Jumbles	5
Jumbled Sentences	5
Word Association/Vocabulary	5
Active/Passive Voice	1-5

UPSC Prelims Subject Wise Marks Distribution

Topics Covered	Number of Questions	Total Marks
Current Affairs	14	28
Geography	12	24
Indian Economy	13	26
Environment	13	26
Polity	12	24
General Science and Tech	9	18
History	13	26
Art and Culture	5	10

	Current Affairs	History	Geography	Polity	Economy	Science & Technology	Environment
2011	13	11	11	12	19	19	15
2012	1	19	17	20	17	9	17
2013	0	16	18	16	19	14	17
2014	8	20	14	14	10	16	18
2015	22	17	16	13	13	8	11
2016	27	15	7	7	18	8	18
2017	15	14	9	22	16	9	15
2018	14	22	10	13	18	10	13
2019	22	17	14	15	14	7	11
2020	18	20	10	17	15	10	10

CSAT paper UPSC CS Prelims: Reading Comprehension, Reasoning and Quantitative Aptitude



Difficulty Level

IAS Prelims CSAT GS Paper-II 2019 Exam Analysis

Sections (Questions)	Important Topics	Difficulty Level
Quantitative Aptitude	32	Difficult
Logical Reasoning	18	Difficult
English Comprehension	30	Moderate
Data Interpretation	00	-----
Total	80	Moderate to Difficult

CSAT Trend Analysis 2011-2020

Year\Topics	Math & Basic numeracy	Logical & Analytical reasoning	Reading comprehension	Decision making	Data Interpretation
2011	11	17	39	8	5
2012	3	28	40	9	0
2013	11	21	33	6	9
2014	20	23	31	0	6
2015	30	18	30	0	2
2016	31	21	28	0	0
2017	28	22	30	0	0
2018	18	22	26	0	14
2019	32	18	30	0	0
2020	42	12	26	0	0

Reasoning and General Intelligence

- **Analogy**
- The meaning of analogy is 'similar properties' or similarity. If an object or word or digit or activity shows any similarity with another object or word or digit or activity in terms of properties, type, shape, size, trait etc., then the particular similarity will be called analogy. For example, cricket: ground and chess: table are the analogous pairs

Numerical ability

- Basic computational skills
- Counting and calculations
- Understanding the purpose of mathematics
- Diagrams/ Charts/ Trend graph
- Tabulated data interpretation.
- Arrays
- Advanced calculations

Analogy

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- If an object or word or digit or activity shows any similarity with another object or word or digit or activity in terms of properties, type, shape, size, trait etc., then the particular similarity will be called analogy.
- For example, cricket: ground and chess: table are the analogous pairs

TYPES OF ANALOGY

- **Tool & object based analogy:**
- This establishes a relationship between a tool and the object in which it works.
- Similar relations have to be discovered from answer choices.

Examples: Tool & object based analogy

Pencil	:	Paper
Pen	:	Paper
Scissors	:	Cloth
Saw	:	Wood
Eraser	:	Paper

Synonym based analogy:

- In such type of analogy two words have similar meaning.

Big	:	Large
Huge	:	Gigantic
Endless	:	Eternal
Thin	:	Slim
Benevolent	:	Kind
Notion	:	Idea
Huge	:	Big

Worker & tool based analogy:

- This establishes a relationship between a particular tool and the person of that particular profession who uses that tool.

Writer	:	Pen
Painter	:	Brush
Cricketer	:	Bat
Blacksmith	:	Hammer
Barber	:	Scissors
Hunter	:	Gun

Worker & product based analogy:

- This type of analogy; gives a relationship between a person of particular profession and his/her creations.

Batsman	:	Run
Writer	:	Book
Author	:	Novel
Singer	:	Song
Poet	:	Poem
Journalist	:	News

Cause & effect based analogy:

- In such type of analogy, 1st word acts and the 2nd word is the effect of that action.

Work	:	Tiredness
Bath	:	Freshness
Race	:	Fatigue
Shoot	:	Kill

Opposite relationship (Antonym) based analogy:

- In such type of analogy the two words of the question pair are opposite in meaning. Similar relations have to be discovered from the answer choice word pairs.

Poor	:	Rich
Fat	:	Slim
Tall	:	Short
Big	:	Small
Light	:	Dark
Avoid	:	Meet

Gender based analogy:

- In such type of analogy, one word is masculine and another word is feminine of it. In fact, it is a 'male and female' or 'gender' relationship.

Man	:	Woman
Boy	:	Girl
Nephew	:	Niece
Bull	:	Cow
Duck	:	Drake

Classification based analogy:

- This type of analogy is based on biological, physical, chemical or any other classification. In such problems the 1st word may be classified by the 2nd word and vice-versa.

Cow	:	Animal
Girl	:	Human
Oxygen	:	Gas
Water	:	Liquid
Snake	:	Reptile
Parrot	:	Bird

Function based analogy:

- In such type of analogy, 2nd word describes the function of the 1st

Singer	:	Sings
General	:	Commands
Player	:	Plays
Surgeon	:	Operates

Quantity and unit based analogy:

- In such type of analogy 2nd word is the unit of the first word and vice-versa.

Distance	:	Mile
Mass	:	Kilogram
Length	:	Meter

Finished product & raw material based analogy:

- In such type of analogy the 1st word is the raw material and 2nd word is the end product of that raw material and vice-versa.

Yarn	:	Fabric
Milk	:	Curd
Flour	:	Bread
Latex	:	Rubber
Grape	:	Wine
Fruit	:	Juice

Utility based analogy:

- In such type of analogy the 2nd word shows the purpose of the 1st word or vice-versa.

Pen	:	Writing
Food	:	Eating
Chair	:	Sitting
Bed	:	Sleeping
Bat	:	Playing

Symbolic relationship based analogy:

- In such type of analogy, the 1st word is the symbol of the 2nd word and vice-versa

White	:	Peace
Red	:	Danger
Black	:	Sorrow
Red cross	:	Hospital
Swastika	:	Fortune

Adult & young one based analogy:

- In such type of analogy, the 1st word is the adult one and 2nd word is the young one of the 1st word or vice-versa.

Cow	:	Calf
Human	:	Child
Dog	:	Puppy
Duck	:	Duck ling

Subject & specialist based analogy:

- In such type of analogy the 2nd word is the specialist of 1st word (subject) or vice-versa.

Heart	:	Cardiologist
Skin	:	Dermatologist

Habit based analogy:

In this type of analogy 2nd word is the habit of 1st and vice-versa.

Cat	:	Omnivorous
Tiger	:	Carnivorous
Cow	:	Herbivorous
Goat	:	Herbivorous

Instrument and measurement based analogy:

- We see in this type of analogy, the 1st word is the instrument to measure the 2nd word and vice-versa

Hygrometer	:	Humidity
Barometer	:	Pressure
Thermometer	:	Temperature
Sphygmomanometer	:	Blood pressure

Individual & group based analogy:

- Second word is the group of 1st word (or vice-versa) in such type of analogy.

Cow	:	Herd
Sheep	:	Flock
Grapes	:	Bunch
Singer	:	Chorus

State & capital based analogy:

- 1st word is the state and 2nd word is the capital of that state (1st word) (or vice-versa) in the analogy like this.

Bihar	:	Patna
West Bengal	:	Kolkata
Maharashtra	:	Mumbai
Karnataka	:	Bengaluru

Analogy based on individual & dwelling place:

- In such type of analogy 1st word is the individual & 2nd word is the dwelling place of that individual (1st word) and vice-versa

Horse	:	Stable
Bee	:	Apiary
Dog	:	Kennel
Birds	:	Aviary
Monk	:	Monastery
Human	:	House

Analogy based on worker and working place:

- In this type of analogy the 1st word represents a person of particular profession and 2nd word represents the working place of that person (1st word) and vice-versa.

Doctor	:	Hospital
Clerk	:	Office
Cook	:	Kitchen
Professor	:	College
Teacher	:	School

Analogy based on topic study:

- 1st word is the study of the 2nd word (or vice-versa) in the analogy like this.

Birds	:	Ornithology
Earth quakes	:	Seismology
Eggs	:	Zoology

Analogy based on letters (or meaningless words)

- **Case I:** (Forward alphabetical sequence)
- **Examples:** CD: FG:: PQ: UV
- Here CD and FG are in the natural alphabetical sequence. Similarly, PQ & UV are in the natural alphabetical sequence.

Backward or opposite alphabetical sequence

- **Case II:** (Backward or opposite alphabetical sequence)
- **Example:** DC: GF: QP: **VU**
- In fact this case is opposite of case I
- **Case III:** (Vowel — consonant relation)
- **Example:** ATL: EVX: IPR: **ORS**
- Here, the 1st two words start with the 1st two vowels A & E and the next two words start with the next two vowels I & O. Last two letters of every word are consonants.

Skip letter relation

- **Case IV:** (Skip letter relation)
- **Example:** ABC: FGH:: IJK: NOP
- Here between ABC & FGH two letters skip and they are D & E. Similarly, between IJK & NOP two letters skip and they are L&M.

- **Case V:** (Jumbled letters relation)
- **Example:** LAIN : NAIL :: EVOL : **LOVE**
- Here the 1st term gets reversed to produce the 2nd term and similar relation is shown in between 3rd and 4th term.
- ABCD : OPQR :: WXYZ : **KLMN**
- In (ii) each letter of the 1st group 'ABCD' is moved fourteen steps forward to obtain the corresponding letter of the 2nd group 'OPQR'.
- A similar relation is established between the third group 'WXYZ' and the fourth group 'KLMN.'

Format of the questions

- **EXAMPLE 1.** Lion is to flesh as cow is to
- (a) snake (b) grass
- (c) worm (d) animal
- **Sol.** Lion eats flesh, similarly, cow eats grass. Hence option (b) is the right answer.

- **EXAMPLE 2.** Pen: Writer: :Batsman
- (a) Brush (b) Fighter
- (c) Stick (d) Bat
- **Sol.** Option (d) is the correct answer because a writer uses pen to write and similarly a batsman uses bat to play.

- **EXAMPLE 3.** Bulky: Fat: : Happiness: ?
- (a) Bad (b) Ugly
- (c) Joy (d) Sorrow
- **Sol.** (c) is the correct option because 'Bulky' is the synonym of 'Fat' and similarly 'Happiness' is the synonym of 'joy'.

- **EXAMPLE 4.** NCDP: ODEQ::MPRO
- (a) LOQN (b) NQOL
- (c) OQNL (d) QNOL
- **Sol.** Option (a) is the correct answer as letters of 1st term go one step forward to be the 2nd term. Similarly, the letters of 3rd term will go one step forward to be the 4th term (Letters of 2nd term go one step backward to be the 1st term).

Examine the following statements:

1. All colours are pleasant.
2. Some colours are pleasant.
3. No colour is pleasant.
4. Some colours are not pleasant.

Given that statement 4 is true, what can be definitely concluded?

- (a) 1 and 2 are true.
- (b) 3 is true.
- (c) 2 is false.
- (d) 1 is false.

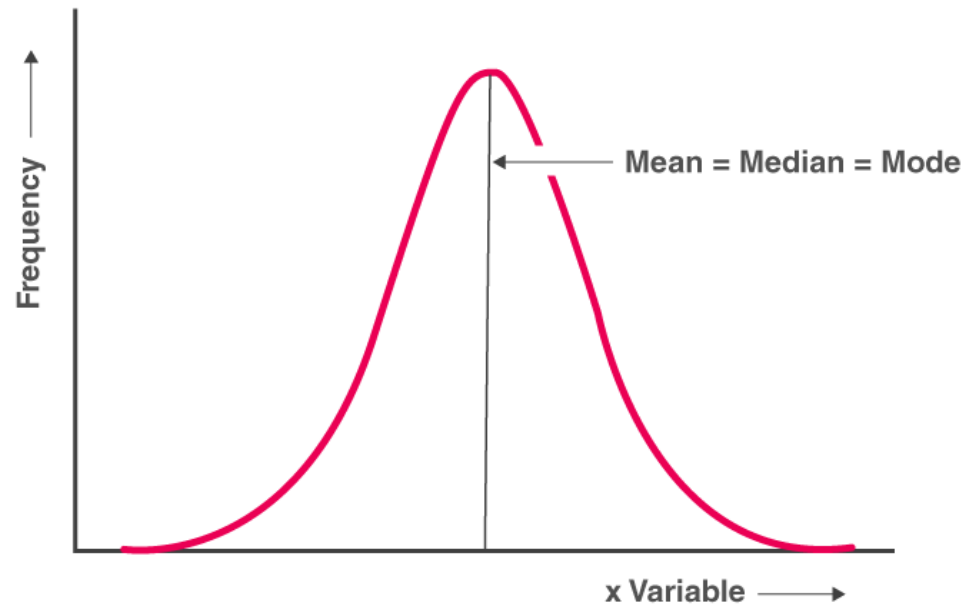
Solution:

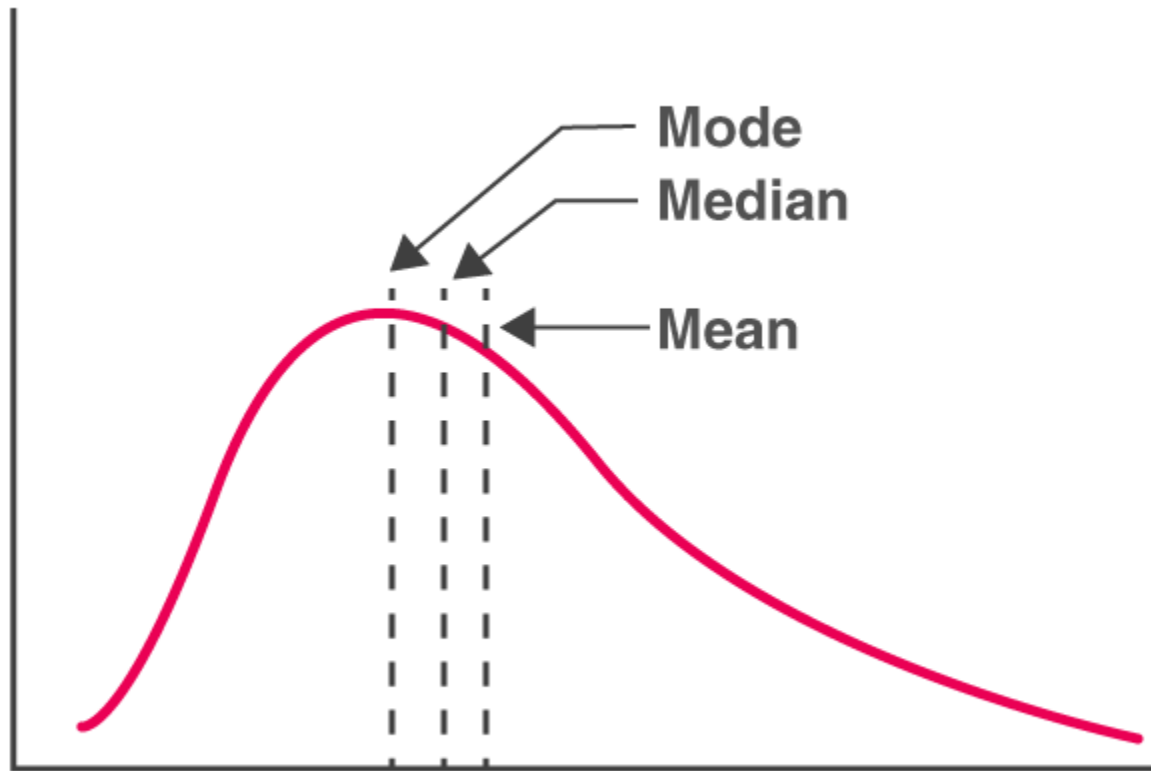
- It is given that statement 4 is true i.e. some colours are not pleasant. Now if some colour are pleasant then its corollary is that some of them are pleasant.
- **Now let us evaluate rest of the three statements:**
- All colours are pleasant...This is in clear contravention to statement 4 so Statement 1 is false.
- Some colours are pleasant...Yes this is true as we found out in the corollary of statement 4.
- No colour is pleasant.....No this is false as we found out in the corollary of statement 4.
- Thus we know that statement 1 is false, 2 is true and 3 is false.
- And hence answer choice is (d).
- (d) 1 is false.

Empirical Relationship between Mean, Median and Mode

$$\text{Mean} - \text{Mode} = 3 (\text{Mean} - \text{Median})$$

- **Frequency Distribution with Symmetrical Frequency Curve**





Mode

Median

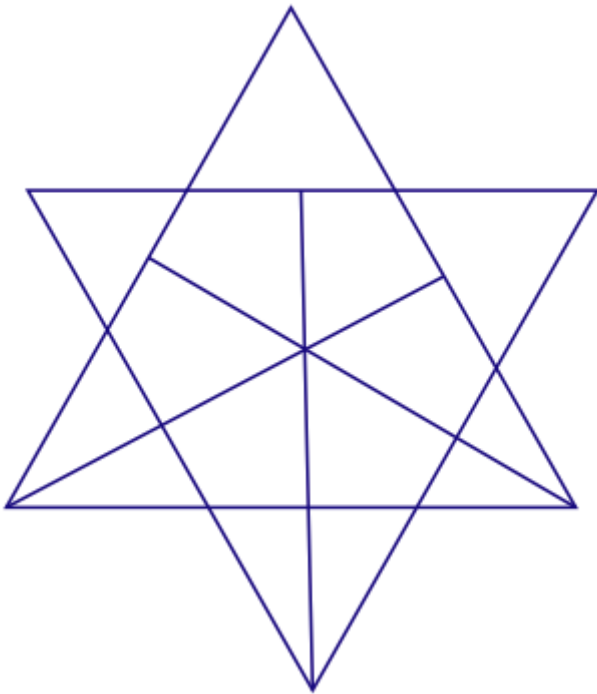
Mean

Positively skewed frequency distribution

If for a sample data

- **Mean < Median < Mode**
- **then the distribution is**
- (a) symmetric
- (b) skewed to the right
- (c) neither symmetric nor skewed
- (d) skewed to the left
- **Solution:**
- A direct question from basic statistics, For a distribution skewed to the left $\text{Mean} < \text{Median} < \text{Mode}$. Thus the answer is: **(d) skewed to the left**

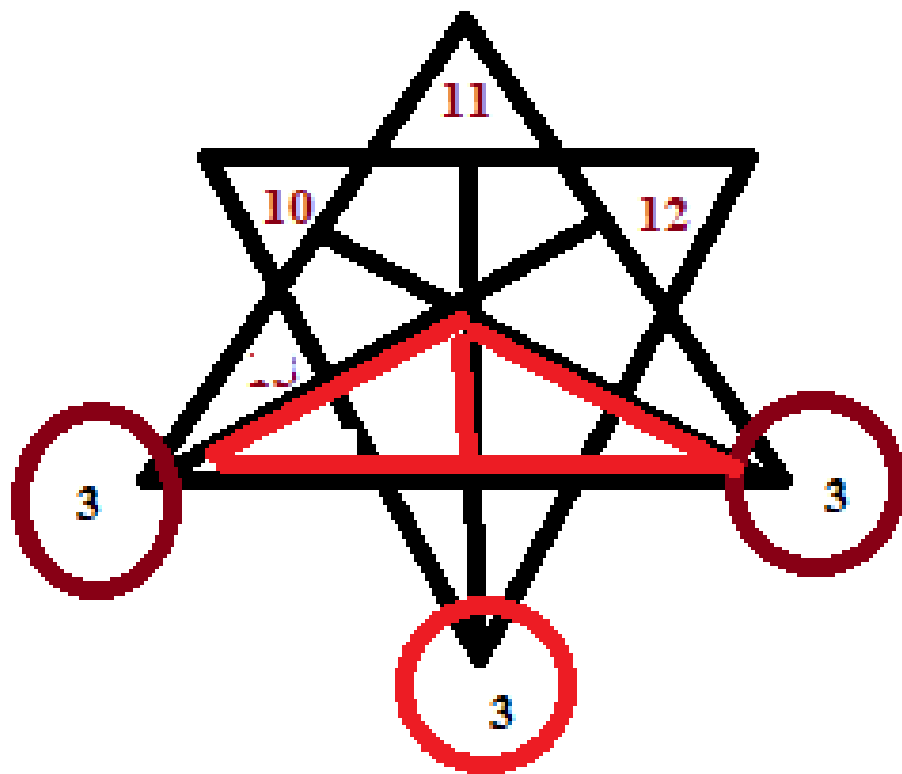
**In the following question number of
triangle are**



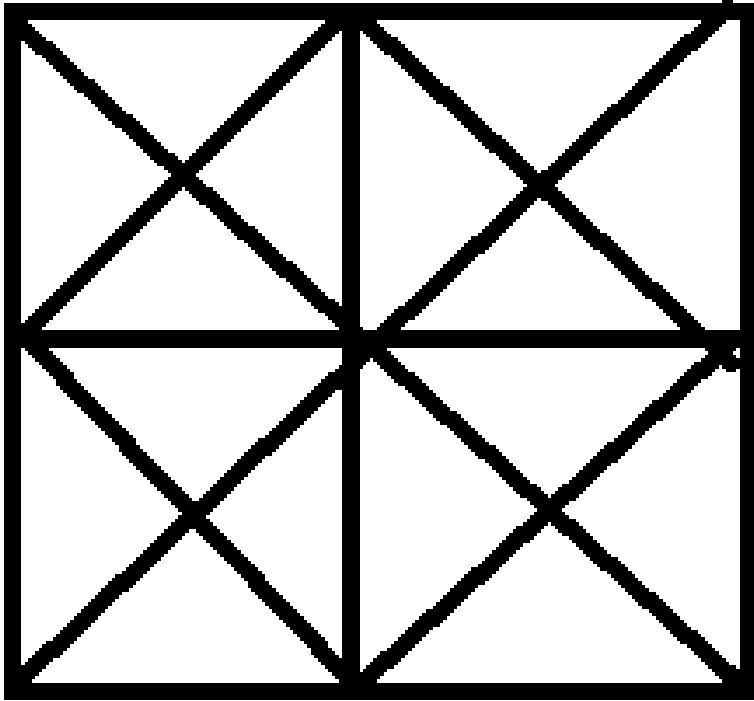
- (A) 21
- (B) 23
- (C) 25
- (D) 27

Correct Answer : D ie. 27

Explanation :The main triangle shown is in the given figure and this the total no. of triangle is 15. remaing triangle we can find out in the drawing the triangle in the image.

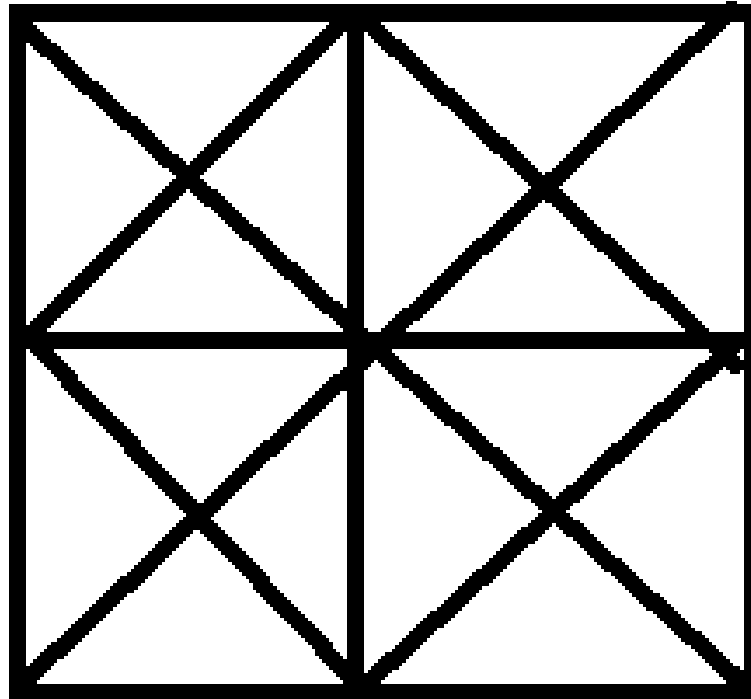


In the following questions, count the number of triangles and squares in the given figure.



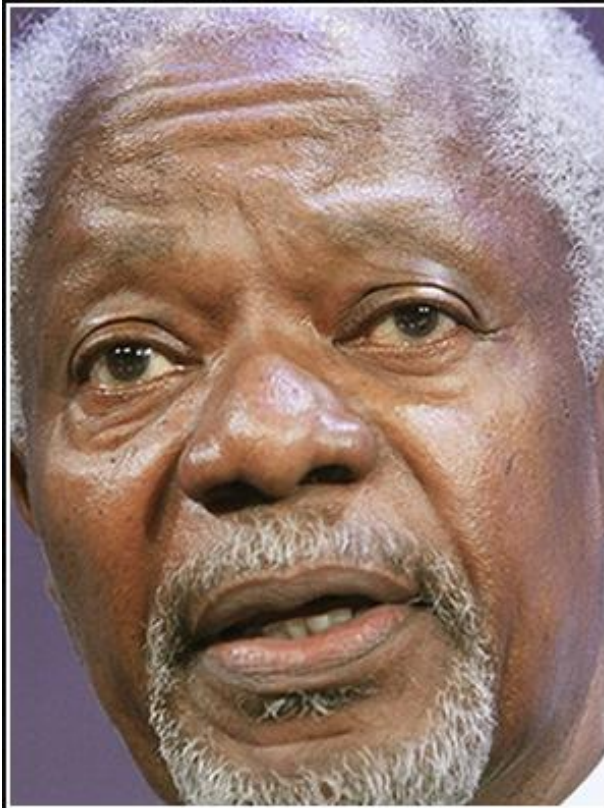
- (A) 44 triangles, 10 squares
- (B) 14 triangles, 16 squares
- (C) 27 triangles, 6 squares
- (D) 36 triangles, 9 squares

- Correct Answer : A
- (A) 44 triangles, 10 squares



Practice more & more examples

- But by practicing more & more, you can be master in solving these problems. Only keep in mind the following:
- You must have strong word power.
- You must have good understanding & reasoning ability.
- You must have good general knowledge.



Knowledge is power. Information is liberating. Education is the premise of progress, in every society, in every family.

— *Kofi Annan* —

AZ QUOTES

Acquire the knowledge and skills First

Programme Continues....