

## Xpert's Analysis of Common Aptitude Test Paper with examples

**CivilseXpert** provides meticulously designed comprehensive **FREE study materials** (14 weekly modules) and **12 weekly test series** (40 chapter wisetest + 4 Full Test) for both **General studies and Aptitude paper.**

**We charge fees only for test series.**

**Course Starts from 19<sup>th</sup> DEC 2010**



**Online Registration is free and simple. Register now.**

## Syllabus:

**(Paper II - Common Aptitude Test\*) (200 marks) - Duration: Two hrs**

- Comprehension
- Interpersonal skills including communication skills
- Logical reasoning and analytical ability
- Decision making and problem solving
- General mental ability
- Basic numeracy (numbers and their relations, orders of magnitude etc. (Class X level),
- Data interpretation (charts, graphs, tables, data sufficiency etc. - Class X level)
- English language comprehension skills (Class X level)

## Introductory Analysis with examples:

### Comprehension

In this part your ability to grasp the contents of passage in a relatively short span of time is being tested. You are expected to read the given passage, understand its contents properly and answer the questions given at the end of the passage. So you need to develop speed reading skills and at the same time to develop accurate comprehending skills of the contents of passage.

#### What is the difference between **Comprehension** and **English language comprehension skills**?

In comprehension one may expect long passage from variety of topics which demands candidate's assimilation power of contents. Especially in civil services perspective a bureaucrats often face situation to comprehend the Governments Policy documents which often runs 100s of pages. His/her ability to comprehend quickly increases administrative efficiency.

Whereas in English language comprehension basic working skills of the candidate with English knowledge (10th std level) would be tested.

**The main reason to mention English comprehension separately in the syllabus is due to bilingual nature of Prelim question papers (Hindi/English). The passage under "Comprehension" is translated into Hindi for candidates opted to write exam in Hindi. Whereas passage under "English language comprehension" would be provided in English only. It is mainly to test English knowledge of candidates who were opted to write Preliminary exam in Hindi.**

So one may expect nature of questions under Comprehension and English Language Comprehension is no different. However English Language Comprehension may test candidate's grammar and vocabulary skills.

### English language comprehension skills (Class X level)

Here in the English language comprehension skills your Grammar and vocabulary ability would be tested.

In the paragraph comprehension you may expect to

- i. identify *Inappropriate idiom or vocabulary mistake or contradiction in the passage*
- ii. identify *grammatical mistakes in the passage*
- iii. *Understand on meaning of a word or phrase in the passage*

**For Example: (Assume a passage was given)**

1. From the above passage which of the sentence given below would be correct
  - A. *As a matter of fact, Shaila come into the room while you were talking about her.*
  - B. *As a matter of truth, Shaila came into the room while you are talking about her.*
  - C. *As a matter of fact, Shaila came into the room while you were talking about her.*
  - D. *As a matter of truth, Shaila came into the room while you were talking about her.*

Ans: c As a matter of **fact**, Shaila **came** into the room while you **were** talking about her.  
Exp: We use 'as a matter of fact' idiomatically.
2. From the above passage which of the sentence given below is grammatically correct
  - A. When Rohit was about to close his shop he heard the phone rang.
  - B. When Rohit was about to closing his shop he heard the phone ranged.
  - C. When Rohit was about to closed his shop he heard the phone rang.
  - D. When Rohit was about to close his shop he heard the phone rings.

Ans: d
3. The phrase 'Go to the brink' in the passage means
  - A. Retreating from extreme danger.
  - B. Declare war on each other.
  - C. Advancing to the stage of war but not engaging in it.
  - D. Commit suicide.

Ans: c
4. The word 'Irrepressible' in the second line means
  - A. incompatible

- B. strong
  - C. oppressive
  - D. unrestrainable
- Ans: D

### What is the difference between **Comprehension** and **English language comprehension skills**?

In **comprehension** one may expect long passage from variety of topics which demands candidate’s assimilation power of contents. Especially in civil services perspective a bureaucrats often face situation to comprehend the Governments Policy documents which often runs 100s of pages. His/her ability to comprehend quickly increases administrative efficiency.

Whereas in **English language comprehension** basic working skills of the candidate with English knowledge (10<sup>th</sup> std level) would be tested.

### **Data Interpretation:**

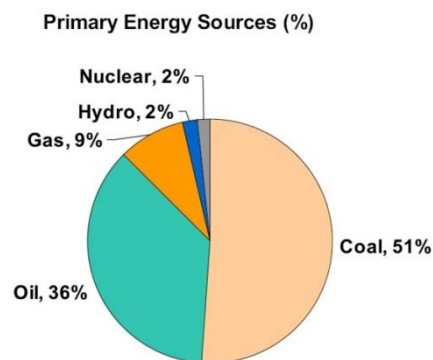
Bureaucrats and Government executives must face lots of facts and figures in everyday business. Normally these facts are presented in more compact and precise forms such as

1. Tables (known as data tables)
2. Charts (Pie, Bar, Pert etc)
3. Graphs (2D and 3D)
4. Diagrams (Geometric or Venn diagram)

An Administrator must possess basic skills on deciphering the data from the above mentioned precise forms of tables, charts etc which enhances his/her administrative efficiency. This ability is known as data interpretation. So IAS Prelim/CSAT exam test the candidates ability of data interpretation.

### **Example-1:**

Question: These questions are based on following pie chart, which gives the details of percentage of energy source of India.



1. The third largest energy source of India is
- A. Coal
  - B. Oil
  - C. Gas
  - D. Hydro and Nuclear
- Ans: c

**Note: Question may not be always direct. You may need to compute answers before arriving conclusion. Look the example below**

### Example-2:

**Question:** These questions are based on following table, which gives the details of Distribution of paper industry in India during 1996 especially state wise no of mills, its production capacity in thousand metric ton and Percentage of mills of all India it possess.

| State             | No. of Mills | Production capacity ( in '000 MT) | Percentage of all India |
|-------------------|--------------|-----------------------------------|-------------------------|
| Maharashtra       | 63           | 624                               | 16.52                   |
| Andhra Pradesh    | 19           | 427                               | 11.3                    |
| Gujarat           | 55           | 369                               | 9.77                    |
| Uttar Pradesh     | 68           | 336                               | 8.89                    |
| All India (Total) | 379          | 3778                              | 100                     |

1. Which of the state has highest productivity with respect to number of mills it possesses?

- A. Maharashtra (10.19)
- B. Andhra Pradesh (22.47)
- C. Gujarat (6.71)
- D. Uttar Pradesh (4.94)

Ans: B

**Note:** Also there may be few questions unable to interpret using available chart or tables. It needs careful attention however it is very easy.

### Data sufficiency:

In this section the UPSC tests the ability of the candidate to identify whether the data given are sufficient to answer the question or not. Although data sufficiency was given as a topic under Data Interpretation its scope also extends from mathematical based quantitative ability questions to non-mathematical based simple reasoning under Analytical Section.

Since these questions require candidates to identify the sufficiency of data, you must stop at the stage of determining the sufficiency of data and you are not expected to solve the problem completely.

Like Assertion and Reason which all Civil service aspirants have prior knowledge from the old question pattern, this data sufficiency questions also have set of directions?

For example:

Raju is the tallest boy in the school. Is he the tallest student in the class?

- 1. Sonia is the tallest girl in the class
- 2. Sonia is shorter than Raju

Choose A: If statement 1 alone is sufficient and statement 2 alone is sufficient to answer

Choose B : If statement 1 alone is sufficient and statement 2 alone is not sufficient to answer

Choose C: If statement 1 alone is not sufficient and statement 2 alone is sufficient to answer

Choose D: If both the statements are sufficient to answer

Ans: D

However there are 3 different sets of Directions as they are appearing in different examinations.

If the UPSC did not mention the set of direction earlier in the oncoming notification, then we must prepare for all sets of directions.

**These directions are clearly explained in our study materials and you will get good experience from attending all our Xpert's IAS Online Test Series.**

## Basic Numeracy

Numeracy is the ability to reason with numbers and other mathematical concepts. To be numerically literate, a person has to be comfortable with logic and reasoning.

According to *Department for Education and Skills (UK)*, it is a proficiency which is developed mainly in mathematics but also in other subjects. It is more than an ability to do basic arithmetic. It involves developing confidence and competence with numbers and measures. It requires understanding of the number system, a repertoire of mathematical techniques, and an inclination and ability to solve quantitative or spatial problems in a range of contexts. Numeracy also demands understanding of the ways in which data is gathered by counting and measuring, and presented in graphs, diagrams, charts and tables.

Numerical aptitude tests are increasingly becoming an essential part of the application process for graduate and professional jobs. These tests demonstrate a candidate's ability to deal with numbers quickly and accurately.

Some of the areas that are involved in numeracy include: basic numbers, orders of magnitude, geometry, algebra, probability and statistics.

### Number

Calculations, orders of operation, fractions, decimals, and percentages

### Algebra

Formulas, inequalities, equations, coordinates, graphs and sequences

### Handling data

Recording and representing data, measures of average, probability and relative frequency

### Measures

Reading and converting measurement units, perimeter, area, volume and time

### Shape and space

Shapes, transformations, angles, triangles, lines, polygons, symmetry, circles, Pythagoras' theorem

## Logical reasoning and analytical ability

The Logical Reasoning (LR) section of the CSAT/ IAS Prelim tests your ability to analyze the logical foundations of a given argument.

When you are solving a problem you can use a strategy that is called LOGICAL REASONING. Logical thinking exercises help us learn the process of elimination or deductive thinking. Most problems give a variety of conditions and you must use an "if"- "then" approach. It's important that you read the whole problem, and choose the best hint or clue before starting to solve the problem. When practicing logic with reasoning making a chart or drawing a picture are good strategies. Now here is an everyday problem to solve using Logical Reasoning.

The main idea behind LR is to be use the information and preconditions to make a conclusion. **It broadly includes both Verbal and non-verbal reasoning.**

Few important Topics of Logical reasoning and analytical ability includes

- Number Series
- Essential Part
- Matching Definitions
- Logical Problems

- Letter and Symbol Series
- Analogies
- Making Judgments
- Logical Games
- Verbal Classification
- Artificial Language
- Analyzing Arguments

## Mental Ability

This section is already known to all IAS aspirants as it covers the types of problems earlier studied under General studies. So, we don't explain this. The questions from this section include:

|                             |                        |                      |
|-----------------------------|------------------------|----------------------|
| Height and Distance         | Time and Work          | Time and Distance    |
| Problems on Trains          | Boats and Streams      | Simple Interest      |
| Compound Interest           | Profit and Loss        | Partnership          |
| Percentage                  | Problems on Ages       | Calendar             |
| Clock                       | Average                | Area                 |
| Volume and Surface Area     | Numbers                | Problems on Numbers  |
| Problems on H.C.F and L.C.M | Decimal Fraction       | Simplification       |
| Square Root and Cube Root   | Surds and Indices      | Ratio and Proportion |
| Permutation and Combination | Chain Rule             | Pipes and Cistern    |
| Allegation or Mixture       | True Discount          | Banker's Discount    |
| Stocks and Shares           | Races and Games        | Logarithm            |
| Probability                 | Odd Man Out and Series |                      |

## Interpersonal skills including communication skills

Generally this interpersonal skill has subjective conation and the examiners usually test candidate's interpersonal ability during interview (known as personality test in civil services exam).

Introducing this topic in objective type questions is a new experiment in civil service exam. No MBA exams do have questions based on interpersonal skills.

The role of administrator is to bring in synergy between Talents, ability and energy which are most important factors for efficient working of organization which has been lacking in government services. To bring in this new change government machinery an administrator must possess exemplary interpersonal and communication skills.

In Preliminary exam one may expect questions in interpersonal skills from

1. Work relationship
2. Group communication
3. Listening skills
4. Verbal and Non-verbal skills
5. Leadership and management skills

## Decision making and problem solving

Decision making and problem solving is a capacity of an individual which is dependent on his/her mathematical, logical and verbal ability. Generally decision making and problem solving in objective type exams has not been treated as a separate topic special emphasis of this topic would mean candidates can expect questions which testing their **“ethical and moral dimension of decision-making”**.

**More clearly, it will be the test to sideline bookish candidates.** The decision making ability or ability to analyze may be mostly judged from the topics of Public Administration. The moral and ethical aspects, of decision making may be judged from

psychological parts like Motivation, Conflict-management, Administrative behavior, Human behavior, Psychology of individual as well as Social-psychology to understand crowd behavior, Management by objectives and so on.

**Apart from the aptitude ability candidate must possess moral and ethical qualities which are most vital part in taking correct decisions.**

**Among other qualities understanding the context of the problems is very important quality for the correct solutions to apply. Individual perception varies according to their prejudice and biased orientation which distorts correct understanding of the context of problem itself.**

For example there is probably no generally correct answer to questions like, "Which is more important, telling the truth or preventing harm?" A lot depends on context. In some cases, it is probably more important to tell the truth. In others, it is probably more important to prevent harm. A number of factors make up the context, including factors of time and place, the type and nature of the relationships involved other people's reasonable expectations, and the relevant history of the situation. A standard example of a context in which it seems right to lie is this: you are a citizen of Nazi Germany, 1940. You are hiding a family of Jews in your attic. The German police come to your door and ask whether you know the whereabouts of that particular family of Jews. This seems a clear case in which preventing harm seems more important than telling the truth.

### **Important Note:**

**We may expect model question paper would be published by UPSC around 1<sup>st</sup> week of December.  
IAS exam -2011 official Notification will published around 1-2<sup>nd</sup> week of February 2011  
IAS – Prelim exam -2011 would be conducted around mid June 2011**

**We have broadly given the outline for Aptitude paper analysis. For more learning and for quality education please join with us. After the release of model paper we will update the Online Test pattern and curriculum of the Online Education if needed.**

**For queries and feedback  
Please call 09789091915  
or  
email: [enquiry@civilsexpert.com](mailto:enquiry@civilsexpert.com)**