

# **CEP-LEVEL 5**

# MPAT - VERBAL APTITUDE

Total :40 Marks Mins : 1Hr

|                          |   |
|--------------------------|---|
| Synonyms -3;             | Sentence Correction -5;                           |
| Antonyms -3,             | Sentence Completion -5;                           |
| Fill in the Blanks -3;   | Logical Sequence -5 ;                             |
| Find the Odd Man Out -3, | Subject - Verb Agreement /Idiomatic Expression -6 |
| Verbal Syllogism -3;     | Reading Comprehension- 4;                         |

## Synonyms – (3)

**Direction:1-3 From the options given below choose the MEANING of the word**

1. **Idiocy** (a) Brillancy (b) privilege (c) dogma (d) absurdity
2. **Spry** (a) Doubtful (b) nimble (c) prognosticate (d) leace
3. **Harbinger** (a)Forerunner (b) reel (c) epic (d) footstool

## Antonyms –(3)

**Direction 4-6 : From the options given below choose the OPPOSITE of the word**

4. Coloured (a) troubled (b) anfractuous (c) ashen (d) complexion
5. Disarray (a) disorder (b) order (c) bore (d) store
6. Assumption (a) aspersion (b) aspiration (c) proof (d) prediction

## 3. Fill in the blank by choosing the appropriate word from alternatives in each of the following.- (3)

- 7 .He was sworn \_\_\_\_\_ as a Member of Parliament.  
(a) blank (b) In (c) off (d) by
8. If he \_\_\_\_\_ any consideration for his parents he would have not deserted them.  
(a) had (b) has (c)has had (d) had had (e) -----
9. He fought tooth \_\_\_\_\_ nail for his rights.  
(a) with (b) and (c) of (d) also (e) -----

## 4. Find the Odd Man Out -3

**Direction 10-12: Below are four simple odd man out verbal questions. Though all the options might look similar in some of these questions, a careful second look can reveal the odd option based on its similarity/dissimilarity with the other options.**

10. a) Anger b) Sorrow c) Feeling d) Joy
11. a) Pointed - Blunt b)Sweet – Sour c)Hard – soft d)Long – High
12. A) Sly B) Virtuous C) Pensive D) Cowardly

## 5. Verbal Syllogism -3

**Direction 13—15 : A good way to figure out the relationship in a given question is to make up a sentence that describes the relationship between the first two words. Then, try to use the same sentence to find out which of the answer choices completes the same relationship with the third word.**

13. Odometer is to mileage as compass is to  
A. speed B. hiking C. needle D. direction
14. Marathon is to race as hibernation is to  
A. winter B. bear C. dream D. sleep
15. Window is to pane as book is to  
A. novel B. glass C. cover D. page

## **6. Sentence Correction -5;**

Direction 16--20: Read each sentence to find if there is any grammatical error in it. If there is any error, it will be only in one part of the sentence. The number or alphabet of that part is your answer. (Disregard punctuation errors if any)ABCD

16. My father/ is / in bad mood / today. / No error

A      B      C      D      E

17. Both the civilians/ and army men / joined the First World War / today. / No error

A                  B                  C                  D                  E

18. The school/ is / within hundred yards / from my house / no error

A      B      C      D      E

19. As soon as/ the teacher entered / everyone fell / in a silence / no error

A      B      C      D      E

20. He took/ to reading Times / for better knowledge / of the facts. / no error

A      B      C      D      E

## **7. Sentence Completion -5**

**Direction 21- 25:**

**21. Trying to keep her balance on the icy surface, the last competitor's ski-tip caught the pole and somersaulted into the soft snow.**

- A. the last competitor's ski-tip caught the pole and somersaulted into the soft snow.
- B. the ski-tip of the last competitor caught the pole and somersaulted in the soft snow.
- C. the last competitor caught the pole with the tip of her ski, and somersaulted into the soft snow.
- D. the last competitor caught the pole with her ski-tip, which made her somersault into the soft snow.
- E. the last competitor somersaulted into the soft snow when the tip of her ski was caught by the pole.

**22. The temperature dropped suddenly last night, which will mean that the shoots emerging from the soil will be killed by the frost.**

- A. which will mean that the shoots emerging from the soil will be killed by the frost.
- B. which will mean that the frost will kill the shoots emerging from the soil.
- C. and this will mean that the shoots emerging from the soil will be killed by the frost.
- D. and the resulting frost will kill the shoots that are emerging from the soil.
- E. and as a result, the shoots will be killed by the frost, emerging from the soil.

**23. The impostor eluded detection for so long because she conducted herself as though she were a licensed practitioner.**

- A. as though she were a licensed practitioner.
- B. as though she was a licensed practitioner.
- C. like she was a licensed practitioner.
- D. like as if she was a licensed practitioner.
- E. as if she was a practitioner with a license.

**24. Being abandoned by our friends is the cause of great sorrow for us.**

- A. Being abandoned by our friends is the cause of great sorrow for us.
- B. Our being abandoned by our friends is the cause of great sorrow.
- C. Being abandoned by our friends, we feel great sorrow.
- D. Abandoned by our friends, sorrow is the result.
- E. We feel great sorrow when our friends abandon us.

**25. Among the many reasons for his defeat in the election was his arrogant assumption that his constituents were incapable of understanding economic conditions, and his unwarranted attack on his chief opponent.**

- A. was his arrogant assumption that his constituents were incapable of understanding economic conditions
- B. were his arrogant assumption that his constituents were incapable of understanding economic conditions
- C. were his arrogant assumptions that his constituents were incapable of understanding economical conditions
- D. were his arrogant assumption that his constituents would be incapable of understanding economics
- E. was the arrogant assumption that his constituents was incapable of understanding economic conditions

## **8. Logical Sequence -5**

**Direction 26-30: Directions: the following sentences make up a paragraph. However, these sentences are not in the proper order. Find the logical sequence for these sentences. Good luck!**

26. A. After doing so, the heart of your cash flow will be strong and healthy.  
B. Cash is your business's lifeblood.  
C. If managed poorly, then your company could go into cardiac arrest.  
D. To prevent your business from suffering heart attacks, you should learn to manage cash flow in a well thought-out manner.  
E. Several ways to do this is by generating a project rate of returns as well as determining possible problems with liquidity.  
1) ABCD      2) CBADE      3) BCDEA      4) ABDEC
27. A. This factor is exclusion – access to these technologies remains excluded by class, race and gender.  
B. In comparing these two things, we must realize that there is one important factor for the limitation the former.  
C. The rise of digital technologies has the potential to open new directions in ethnography.  
D. Despite the ubiquity of these technologies, their infiltration into popular research methods is still limited compared to the number of online scholarly research portals.  
1) CDBA      2) BACD      3) CDAB      4) BCDA
28. A. Today, the study of the fruit fly has expanded to research for human diseases.  
B. This is because the fruit fly's robust genetic system makes it an invaluable tool for scientists studying current inheritance diseases.  
C. These diseases include Alzheimer's, Parkinson's and Huntington's disease.  
D. In past decades, scientists have used the fruit fly as a model organism for examining biological systems.  
1) DABC      2) DACB      3) BACD      4) CBAD
29. A. It is one of a group of disorders known as parasomnias: unusual activities that occur during sleep.  
B. Sleepwalking occurs in the deep stage of sleep when slow brain waves begin to appear.  
C. These range from teeth grinding and restless leg syndrome to eating while asleep.  
D. Our bodies function according to a 24 hour cycle called a circadian rhythm.  
E. Some researchers believe that slight differences in this cycle could be linked to sleepwalking.  
1) BACED      2) CDBAE      3) EBACD      4) BACDE
30. A. Based on these findings such as these, scientists agree that we will soon discover intelligent alien life and make contact with it.  
B. But this complacency has all changed.  
C. Until recently, we have looked at life in a pretty conservative way.  
D. In just the past three or four years, biologists have discovered that life on Earth can exist in the most extreme places, and in the most bizarre forms.

E. For example, microbes have been found down boreholes two kilometres deep.

- 1) BAECD    2) CEDAB    3) CBDEA    4) EABDC

### **9. Subject- Verb Agreement -3**

#### **Direction 30-35 :Fill-in the blanks with a pair of words**

31. The candidate \_\_\_\_\_ when asked why he had left his last job; he did not want to admit that he had been \_\_\_\_\_. A. demurred – promoted    B. confided – banned    C. dissembled - dismissed

D. rejoiced – wrong    E. hesitated - lauded

32. Tennyson was a well-loved poet; no other poet since has been so \_\_\_\_\_. A. lionized    B. attacked    C. decried    D. poetical    E. abhorred

33. The parliamentary session degenerated into \_\_\_\_\_ with politicians hurling \_\_\_\_\_ at each other and

refusing to come to order.

A. mayhem – banter    B. disarray – pleasantries    C. tranquility - invectives

D. chaos – aphorisms    E. anarchy – insults

34. The admiral \_\_\_\_\_ his order to attack when he saw the white flag raised by the enemy sailors; he was relieved that he could bring an end to the \_\_\_\_\_. A. reiterated – hostilities    B. countermanaged – fighting    C. commandeered - truce

D. renounced – hiatus    E. confirmed - aggression

35. In a fit of \_\_\_\_\_ she threw out the valuable statue simply because it had belonged to her ex-husband.

A. pique    B. goodwill    C. contrition    D. pedantry    E. prudence

36. Do not be fooled by her \_\_\_\_\_ manner; her superficial \_\_\_\_\_ belies her worldliness.

A. ingenuous - proficiency

B. worldly - simplicity

C. unsophisticated - naiveté

D. gregarious - isolation

E. off-hand - serious

### **10. Reading Comprehension- 5**

#### **Direction 36-40: The passage given below is followed by a set of five questions. Choose the most appropriate answer to each question.**

#### **Direction: Below is a set of reading comprehension questions similar to those found in the verbal section of any examination. Read the passage carefully to answer the questions given below:-**

The recent news that local hospitals have had to reroute seriously ill patients because the community's critical-care beds are full is worrisome. Earlier this week, four of the six local hospitals ran out of space for the critically ill and had to turn people away.

Federal law requires hospitals to treat anyone who walks in. As a result of having to treat large numbers of uninsured patients, the emergency rooms often become an economic drain on their hospitals. Doctors now want to set up their own free-standing ambulatory surgical facilities and diagnostic centers. Critics contend this would leave hospitals with less revenue and the same number of indigents to treat.

A bill was recently introduced to phase out the need for a "certificate of public need" for non-hospital-based facilities, provided those facilities met stringent regulations and requirements. This would have made it easier to set up alternative facilities to help indigent patients. The finance committee balked at the hefty price and killed the bill, another casualty of a failed legislative session.

Unfortunately, the problem of access to medical care for those of limited means is not going to go away anytime soon and, despite the well-intended regulations, too-full hospitals compromise everyone's welfare. Healthy competition with small neighborhood surgical and diagnostic centers may be what is necessary to

help dampen rising medical costs. But under no circumstances should the hospitals be forced to care for everybody without health insurance while competitors operate free of the burden of caring for those unable to pay.

**37) Which of the following is a conclusion supported by the passage?**

- a.If doctors want to run their own facilities, they should be required to take in at least some of the indigents.
- b.The government should provide health insurance for those unable to buy their own.
- c.Voters should tell the finance committee members that they will not be reelected if they do not pass some new legislation.
- d.Emergency rooms that turn patients away due to overcrowding are derelict in their duty.
- e.The fundamental problem facing hospitals now is that health care costs have risen dramatically in recent years.

**38) Which of the following best describes the tone of the passage?**

- a. neutral
- b. positive
- c. persuasive
- d. angry
- e. reverential

**39) Which of the following is cited as a factor which has contributed to the overburdening of hospitals?**

- I. Failure to pass legislation which would have mitigated the problem
  - II. Limited access to medical care for the poor
  - III. Federal lawig
- a. I only
  - b. II only
  - c. III only
  - d. I and II
  - e. I, II, and III

**40) The authorcites the failed legislation in order to show that**

- a.the legislature will never resolve this issue.
- b.the finance committee does not care about the uninsured citizens.
- c.there will always be uninsured hospital patients.
- d.the legislature recently attempted to resolve this issue.
- e.the doctors successfully lobbied the finance committee.

## **MPAT - VERBAL APTITUDE TEST -1 -ANSWER KEY**

**Synonyms – (3)**

- 1. (d) absurdity
- 2. (b) nimble
- 3. (d) forerunner

**Antonyms –(3)**

- 4. (c) ashen
- 5. (b) order
- 6. (c) proof

**3. Fill in the blanks.-(3)**

- 7 .Ans: in
- 8. Ans: had had
- 9. Ans: and

**4. Find the Odd Man Out -3**

- 10. Answer: c) Feeling ; Reason: Choice a), b) and d) are different forms of feelings. Hence feelings is a superset and rightly the odd option.
- 11. Answer: d) Long - High ; Reason: All other choices refer synonym – antonym. Choice d) differs.

12. Answer: c) Pensive. ; Reason: Pensive refers to mood. All others are traits of an individual.

#### **4. Verbal Syllogism -3**

13. Answer: Option D

Explanation: An odometer is an instrument used to measure mileage. A compass is an instrument used to determine direction. Choices a, b, and c are incorrect because none is an instrument.

14. Answer: Option D

Explanation: A marathon is a long race and hibernation is a lengthy period of sleep. The answer is not choice a or b because even though a bear and winter are related to hibernation, neither completes the analogy. (Choice c) is incorrect because sleep and dream are not synonymous.

15. Answer: Option D

Explanation: A window is made up of panes, and a book is made up of pages. The answer is not (choice a) because a novel is a type of book. The answer is not (choice b) because glass has no relationship to a book. (Choice c) is incorrect because a cover is only one part of a book; a book is not made up of covers.

#### **5. Sentence Correction -5;**

16. Ans: C

17. Ans: B

18. Ans: D

19. Ans: D

20. Ans:C

#### **6. Sentence Completion -5 Direction 21- 25:**

21. Correct Answer: C

Explanation: After the comma we need the name of the person. In answer D, the use of which is incorrect. Answer E unnecessarily uses a passive construction.

22. Correct Answer: D

Explanation: The word which does not have an antecedent noun, and so the construction is incorrect in A and B. Similarly, in C this does not have a noun to which it refers. D is the best choice. In E the phrase emerging from the soil is dangling.

23. Correct Answer: A

Explanation: The sentence is correct because we change was to were in situations that are counter to fact or highly unlikely.

24. Correct Answer: E

Explanation: The constructions using being are awkward and wordy. Answer D is an example of a dangling modifier. Only Answer E is clear, and in the active voice throughout.

25. Correct Answer: B

Explanation: The two reasons were his “arrogant assumption” and his “unwarranted attack”. Since these two items constitute a compound subject, the verb should be plural (were, not was). In C the word economical is incorrect.

#### **7. Logical Sequence -5**

26. 4) ABDEC 27. 3) CDAB 28. 2) DACB 29. 1) BACED 30. 2) CEDAB

#### **Subject- Verb Agreement -5**

31. Correct Answer: C

Explanation:

Clue: The second part of the sentence tells us that he did not want to admit something. Therefore, we can choose a word for the first blank that means hesitates or avoids: demurred, dissembled, or hesitated would fit. However, he wouldn't mind admitting that he had been promoted or lauded (praised), and so we choose dismissed. (demurred = hesitated or refused; dissembled = avoided telling the truth)

32. Correct Answer: A

Explanation:

Clue: 'Well-loved' tells us that the word we want is 'loved' or something similar. Lionized is suitable since it means 'treated like a celebrity'.

(decried = criticized; abhorred = hated)

33. Correct Answer: E

Explanation:

Clue: Since the politicians 'refused to come to order', the session must have degenerated into disorder. Therefore, any of the words for the first blank except tranquility could be suitable. Next we look at what they were 'hurling' at each other. This would need to be something like insults or 'invectives', but we can rule out invectives since it is partnered by tranquility.

(mayhem = confusion and disorder = disarray = chaos = anarchy; tranquility = peace; banter = playful talk; pleasantries = jokes; invectives = insults; aphorisms = well-known sayings)

34. Correct Answer: B

Explanation:

Clue: The sense of the sentence tells us that he would have been relieved to end the fighting and cancel his order to attack when he saw the white flag (signal to surrender).

Therefore, we choose to say that he countermanded his order, and brought an end to the fighting.

(reiterated = repeated; countermanded = cancelled; commandeered = took possession of; truce = peace agreement; hiatus = interruption)

35. Correct Answer: A

Explanation:

Clue: She threw out a valuable statue just because it belonged to her ex-husband. Therefore, she must have been acting out of spite or ill will. Hence we choose pique which means 'resentment'. [Note that 'pique' used as a verb means to stimulate curiosity.]

(contrition = regret or sorrow; pedantry = insistence on narrow points of learning; prudence = caution )

36. Correct Answer: C

Explanation:

Clue: The key words are 'fooled' and 'belies'. Belies means contradicts, and hence her superficial 'simplicity' or naiveté belies her worldliness. If she is only superficially simple, her manner is a pretence of simplicity, and hence we should not be fooled by her unsophisticated manner.

(ingenuous = unsophisticated = simple and naive; proficiency = expertise; gregarious = sociable; off-hand = casual)

### **Reading Comprehension- 5**

37) Ans : 1) A. The main idea of this passage is the role that non-hospital-based facilities should play in health care. Accordingly, A is the correct answer. It is the only choice that draws a conclusion about the role

these institutions should play. B, C and D require inferences that are not supported by the passage. E is not in any way implied in the passage; remember that outside information is never needed to answer a reading comprehension question.

38) Ans : 2) C. The author argues that small neighborhood diagnostic centers must not be allowed to gain an unfair business advantage over hospital emergency rooms by not having to shoulder the costs of caring for indigents. Answer choice D, despite the article's reference to the "consequence of a failed session," is too extreme to describe the author's overall tone. A is incorrect because the passage takes a stand in favor of a specific position, and so cannot be characterized as neutral. B and E are simply not correct.

39) Ans : 3) E. All 3 of these reasons are cited in the passage. Answer E is correct even though the 3 arguments are not cited in this order, with reason III (federal law) being cited near the beginning of the passage rather than at the end.

40) Ans : 4) D. The author's purpose in writing this passage is to inform the reader. Answer choice D is therefore correct because it says the author cited the failed legislation in order to inform the reader of something. Answer choice A makes an absolute and strongly-worded assertion. Its extreme tone alone should tell you that it cannot be correct. Choice B is simply incorrect and it states a very strong opinion. Choice C is incorrect because it does not relate to the supporting fact referenced by the question. Choice E is simply not supported by the passage..

## MPAT - VERBAL APTITUDE TEST -2

Total :45 Marks Mins : 1Hr

|   |                         |    |   |
|---|-------------------------|----|---|
| 1 | Synonyms -3;            | 7  | Logical Sequence -5 ;                           |
| 2 | Antonyms -3,            | 8  | Find the Odd Man Out -5,                        |
| 3 | Fill in the blanks -3   | 9  | Common Mistakes : 3                             |
| 4 | Verbal Syllogism -3;    | 10 | Reading Comprehension- 4;                       |
| 5 | Sentence Correction -5; | 11 | Subject verb agreement /Idiomatic expression -6 |
| 6 | Sentence Completion -5; |    |   |

### Synonyms –3

**Direction:1-3 From the options given below choose the MEANING of the word**

1. Vituperation (a) Moisture (b) parallel (c) malediction (d) recover
2. Repeal (a) Sharp (b) applaud (c) acceptance (d) abrogation
3. Foreclose (a) Shut out (b) nearby (c) liberty (d) indicate

### Antonyms -3

**Direction 4-6 : From the options given below choose the OPPOSITE of the word**

4. Denial (a) disturb (b) avowal (c) astern (d) atonement
5. Democrat (a) royalty (b) anarchy (c) autocrat (d) plutocrat
6. Awry (a) austere (b) offend (c) asthenia (d) straight

### Fill in the blanks (3)

7. His trousers were washed ..... the washing machine  
a)with b)in c)on d)by
8. We had to climb slowly ..... the hill.  
a)on b)up c) by d) down

9. His house looks ..... a temple.

- a)for b) like c) against d)at

### **Verbal Syllogism -3**

**Direction 10—12 : Directions 30-34 :** A good way to figure out the relationship in a given question is to make up a sentence that describes the relationship between the first two words. Then, try to use the same sentence to find out which of the answer choices completes the same relationship with the third word.

10. Elated is to despondent as enlightened is to

- A. aware B. ignorant C. miserable D. tolerant

11. Optimist is to cheerful as pessimist is to

- A. gloomy B. mean C. petty D. helpful

12. Cup is to coffee as bowl is to

- A. dish B. soup C. spoon D. food

### **Sentence Correction -5;**

**Direction 13--17:** Read each sentence to find if there is any grammatical error in it. If there is any error, it will be only in one part of the sentence. The number or alphabet of that part is your answer. (Disregard punctuation errors if any)ABCD

13. I will put on / a note in this regard / for your consideration / and necessary decision./ no error

- A                   B                   C                   D                   E

14. He has been working on /the problem from a long time /but is still not /able to solve it./ no error

- A                   B                   C                   D                   E

15 .It is time/ you decide on/ your next course of action/ No error.

- A B C D

16. One of them/ has often boasted/ about the resourcefulness /of the team's manager./No error

- A                   B                   C                   D                   E

17. We shall teach/ everyone present /a lesson,/ isn't it?/ No error.

- A                   B                   C                   D                   E

### **Sentence Completion -5**

**Direction 18- 22: In each question, an incomplete statement (Stem) followed by fillers is given. Pick out the best one which can complete incomplete stem correctly and meaningfully.**

**18. It is not easy to remain tranquil when those around you .....**

- A. behave in a socially acceptable manner
- B. exhibit pleasant mannerism
- C. are losing their heads
- D.agree to whatever you say
- E. exhibit generous and magnanimous gestures

**19. “The food in this hostel is no match to what were forced at late hours in Hotel Kohinoor” means ....**

- A.The food in this hotel is quite good compared to what we ate at kohinoor
- B.Hotel kohinoor served us good quality food than what we get here
- C.Both hotels have maintained good quality of food
- D.Both hotels serve poor quality of food
- E. it is better to eat food

**20. Although initial investigations pointed towards him .....**

- A. the preceding events corroborated his involvement in the crime
- B. the additional information confirmed his guilt
- C. the subsequent events established that he was guilt
- D. the subsequent events proved that he was innocent

E. he gave an open confession of his crime

**21. The weather outside was extremely pleasant and hence we decided to .....**

A. utilize our time in watching the television

B. refrain from going out for a morning walk

C. enjoy a morning ride in the open

D. employ this rare opportunity for writing letters

E. remain seated in our rooms in the bungalow

**22. "It is an uphill task but you will have to do it"; means .....**

A. The work is above the hill and you will have to do it

B. It is a very easy task but you must do it

C. It is very difficult task but you have to do it

D. This work is not reserved for you but you will have to do it

E. It is almost impossible for others but you can do it

**Logical Sequence -5**

23. A. For me, it was a restaurateur, who screamed at me for cutting my finger while preparing a salad.

B. He did not even care so much as to wonder if I was unharmed.

C. Everyone has a story about working for an uninspiring boss.

D. As confidence in workplaces dims because of turmoil in the financial markets, now is the time for leaders to step up and communicate more.

E. Of course, before you can commit yourself to becoming the type of boss people want to follow, you must recognize the qualities of bosses who fail to elicit enthusiasm.

1) BADEC 2) CABDE 3) CBADE 4) BECDA

24. A. These mediums allowed for a greater number of listeners, they quickly garnered popularity in America as well.

B. They would also play in clubs that were popular at the time.

C. What they were trying to do was play "live music" on the Bucharest radio station.

D. The very first signs of Romanian jazz music appeared about seventy years ago, when some jazz bands appeared, like the ones led by Emil and Mihai Berinde.

1) DCBA 2) BCDA 3) BCAD 4) ABCD

25. A. The issue of abolishing the monarchy as a whole and declaring itself a republic, free of the Queen, has been suggested several times in Canada's Parliament.

B. Legislation to abolish this has never passed, as we never cease to recognize key function of the Queen as a symbol of loyalty.

C. Most importantly, though, the Queen symbolizes stability, tradition and a certain romanticism about political affairs within the constitutional monarchy.

D. The concept of loyalty as often been viewed as an important part of ethics, and we should not forget this vital fact.

1) BCDA 2) CADB 3) ABDC 4) CABD

26. A. The revisionist perspective, however, takes a slightly more defensive viewpoint.

B. Corruption is usually viewed from one of two perspectives; the first is the moralist perspective which believes that it is inherently bad.

C. Either way, we must realize that corruption has the ability to be extremely harmful to the general society.

D. It believes that corruption acts as a lubricant for the flow of money and for a developing country's governmental structure.

1) DCBA 2) BADC

3) CABD 4) CDAB

27.S1: You know my wife, Madhavi, always urged me to give up smoking.

P :I really gave it up.

Q :And so When I went to jail I said to myself I really must give it up, if for no other reason than of being self-reliant.

R :When I emerged from jail, I wanted to tell her of my great triumph.

S :But when I met her, there she was with a packet of cigarettes.

S6:poor girl!.

A. PSRQ B. SPQR C. QPRS D. RSPQ

### **Find Odd Man Out (5)**

28 A. Mars B. Pluto C. Mercury D. Saturn E. Sun

29. A. Chess B. Hockey C. Cricket D. Volley ball E. Football

30. A. Wheat B. Barley C. Rice D. Pea E. Mustard

31. A. Elephant B. Man C. Hawk D. Seal E. Whale

32.A. Honey B. Pearl C. Coral D. Wax E. Resin

### **Common Mistakes -3**

#### **Direction 33-35: Identify the correct sentences**

33.a) The last bus leaves at eleven o'clock. It's about eleven now, Hurry up!

b) The last bus leaves at eleven o'clock. It's nearly (almost) eleven now, Hurry up!

34a)It was still bright outside.

b)It was still light outside.

35.a)Common students in US don't wear a uniform.

b)The average students in US don't wear a uniform.

### **10. Reading Comprehension- 5**

#### **Direction 36-40: The passage given below is followed by a set of five questions. Choose the most appropriate answer to each question.**

Throughout human history the leading causes of death have been infection and trauma. Modern medicine has scored significant victories against both, and the major causes of ill health and death are now the chronic degenerative diseases, such as coronary artery disease, arthritis, osteoporosis, Alzheimer's, macular degeneration, cataract and cancer. These have a long latency period before symptoms appear and a diagnosis is made. It follows that the majority of apparently healthy people are pre-ill.

But are these conditions inevitably degenerative? A truly preventive medicine that focused on the pre-ill, analyzing the metabolic errors which lead to clinical illness, might be able to correct them before the first symptom. Genetic risk factors are known for all the chronic degenerative diseases, and are important to the individuals who possess them. At the population level, however, migration studies confirm that these

illnesses are linked for the most part to lifestyle factors exercise, smoking and nutrition. Nutrition is the easiest of these to change, and the most versatile tool for affecting the metabolic changes needed to tilt the balance away from disease.

Many national surveys reveal that malnutrition is common in developed countries. This is not the calorie and/or micronutrient deficiency associated with developing nations (Type A malnutrition); but multiple micronutrient depletion, usually combined with calorific balance or excess (Type B malnutrition). The incidence and severity of Type B malnutrition will be shown to be worse if newer micronutrient groups such as the essential fatty acids, xanthophylls and flavonoids are included in the surveys. Commonly ingested levels of these micronutrients seem to be far too low in many developed countries.

There is now considerable evidence that Type B malnutrition is a major cause of chronic degenerative diseases. If this is the case, then it is logical to treat such diseases not with drugs but with multiple micronutrient repletion, or "pharmaco-nutritional". This can take the form of pills and capsules "nutraceuticals", or food formats known as "functional foods". This approach has been neglected hitherto because it is relatively unprofitable for drug companies the products are hard to patent" and it is a strategy which does not sit easily with modern medical interventionism. Over the last 100 years, the drug industry has invested huge sums in developing a range of subtle and powerful drugs to treat the many diseases we are subject to. Medical training is couched in pharmaceutical terms and this approach has provided us with an exceptional range of therapeutic tools in the treatment of disease and in acute medical emergencies. However, the pharmaceutical model has also created an unhealthy dependency culture, in which relatively few of us accept responsibility for maintaining our own health. Instead, we have handed over this responsibility to health professionals who know very little about health maintenance, or disease prevention.

One problem for supporters of this argument is lack of the right kind of hard evidence. We have a wealth of epidemiological data linking dietary factors to health profiles / disease risks, and a great deal of information on mechanism: how food factors interact with our biochemistry. But almost all intervention studies with micronutrients, with the notable exception of the omega 3 fatty acids, have so far produced conflicting or negative results. In other words, our science appears to have no predictive value. Does this invalidate the science? Or are we simply asking the wrong questions?

Based on pharmaceutical thinking, most intervention studies have attempted to measure the impact of a single micronutrient on the incidence of disease. The classical approach says that if you give a compound formula to test subjects and obtain positive results, you cannot know which ingredient is exerting the benefit, so you must test each ingredient individually. But in the field of nutrition, this does not work. Each intervention on its own will hardly make enough difference to be measured. The best therapeutic response must therefore combine micronutrients to normalize our internal physiology. So do we need to analyze each individual's nutritional status and then tailor a formula specifically for him or her? While we do not have the resources to analyze millions of individual cases, there is no need to do so. The vast majority of people are consuming suboptimal amounts of most micronutrients, and most of the micronutrients concerned are very safe. Accordingly, a comprehensive and universal program of micronutrient support is probably the most cost-effective and safest way of improving the general health of the nation.

### **36. Why are a large number of apparently healthy people deemed pre-ill?**

1. They may have chronic degenerative diseases.

2. They do not know their own genetic risk factors which predispose them to diseases.
3. They suffer from Type-B malnutrition.
4. There is a lengthy latency period associated with chronically degenerative diseases

**37. Type-B malnutrition is a serious concern in developed countries because**

1. developing countries mainly suffer from Type-A malnutrition.
2. it is a major contributor to illness and death.
3. pharmaceutical companies are not producing drugs to treat this-condition.
4. national surveys on malnutrition do not include newer micronutrient groups.

**38. Tailoring micronutrient-based treatment plans to suit individual deficiency profiles is not necessary because**

1. it very likely to give inconsistent or negative results.
2. it is a classic pharmaceutical approach not suited to micronutrients.
3. most people are consuming suboptimal amounts of safe-to-consume micronutrients.
4. it is not cost effective to do so.

**39. The author recommends micronutrient-repletion for large-scale treatment of chronic degenerative diseases because**

1. it is relatively easy to manage.
2. micronutrient deficiency is the cause of these diseases.
3. it can overcome genetic risk factors.
4. it can compensate for other lifestyle factors.

**Subject Verb Agreement (6)**

40. The delivery of milk..... each morning at six o'clock. a)arrive b) arrives
41. Peanut butter and jelly .....my favorite lunch. a)is b) are)
42. The students .....quickly get to class on time. a)walk b) walks
43. Several pieces of lawn furniture .....to be replaced. a)need b) needs
44. Drama Club .....on Tuesdays and Thursdays at three o'clock. a) meet b) meets
45. Mr. and Mrs. Jones .....to the city by train. a)commute b) commutes

## **MPAT - VERBAL APTITUDE TEST -2 -ANSWER KEY**

**Synonyms –3**

1. (c) malediction        2. (d) abrogation 3. (a)Shut out

**Antonyms -3**

4. (b) avowal        5. (c) autocrat 6.(d) straight

**Fill in the blanks (3)**

7. Ans:b    8. Ans: b    9. Ans:b

**Verbal Syllogism -3**

10. Answer: Option B

Explanation:

Elated is the opposite of despondent; enlightened is the opposite of ignorant.

11. Answer: Option A

**Explanation:** An optimist is a person whose outlook is cheerful. A pessimist is a person whose outlook is gloomy. The answer is not (choice b) because a pessimist does not have to be mean. (Choices c) and d are incorrect because neither adjective describes the outlook of a pessimist.

12. Answer: Option B

**Explanation:**

Coffee goes into a cup and soup goes into a bowl. Choices a and c are incorrect because they are other utensils. The answer is not choice d because the word food is too general

**Sentence Correction -5;**

13. Ans:E ; 14. Ans: C ; 15 Ans: B; 16 .Ans:B ; 17. Ans: D

**Sentence Completion -5**

18. Answer: Option C ;

19. Answer: Option B ;

20. Answer: Option D ;

21. Answer: Option C

22. Answer: Option C

**Logical Sequence -5**

23. 2) CABDE 24. 2) BCDA 25. 2) CADB 26. 4) CDAB 27. C. QPRS

**Find Odd Man Out (5)**

28 Ans:E Explanation: All except Sun are planets, while Sun is a star.

29. Ans: B. Explanation: All except Cortes are currencies, while Cortes is a Parliament.

30. Ans: A Explanation: All except Rice are rabi crops, while rice is a kharif crop.

31. Ans: C. Explanation: All except Hawk are mammals.

32. Ans: D. Explanation:Resin is the only product in the group which is obtained from trees.

**Common Mistakes -3** 33.Ans: b ; 34Ans: a ; 35Ans: b

**10. Reading Comprehension- 5** 36.Ans :4 ; 37. Ans:3 ; 38. Ans:2 ; 39 Ans : 1

**11. Subject Verb Agreement (6)** 40.Ans:b ; 41.Ans:a ; 42.Ans:a ; 43.Ans:a ; 44.Ans:b ; 45.Ans: a

# **MPAT - VERBAL APTITUDE TEST -3**

**Total :45 Marks Mins : 1Hr**

|   |                         |    |   |
|---|-------------------------|----|---|
| 1 | Synonyms -3;            | 7  | Logical Sequence -5 ;                           |
| 2 | Antonyms -3,            | 8  | Find the Odd Man Out -5,                        |
| 3 | Fill in the blanks -3   | 9  | Common Mistakes : 3                             |
| 4 | Verbal Syllogism -3;    | 10 | Reading Comprehension- 4;                       |
| 5 | Sentence Correction -5; | 11 | Subject verb agreement /Idiomatic expression -6 |
| 6 | Sentence Completion -5; |    |   |

## Synonyms –3

**Direction: 1-3** From the options given below choose the MEANING of the word

1. Elation                    (a) Happiness                    (b) naturalize                    (c) poverty                    (d) persimony  
2. Apportionment            (a) Coexist                    (b) period                            (c) appoint                            (d) dispensation  
3. Vaunt                      (a) Lack                            (b) sufferance                            (c) resign                            (d) boast

**Antonyms -3 Direction 4-6 : From the options given below choose the OPPOSITE of the word**



**Fill in the blank by choosing the appropriate word from alternatives in each of the following.**

7. He rarely \_\_\_\_\_ the huge mansion in which he lives.  
(a) Left (b) will leave (c) blank (d) in (e) -----

8. In spite \_\_\_\_\_ his illness he came to class.  
(a) of (b) with (c) blank (d) in (e) -----

9. The luxury liner \_\_\_\_\_ off the Ivory Coast.  
(a) Has sunk (b) has sank (c) sinks (d) sank (e) -----

## **Verbal Syllogism -3**

**Direction 10—12 :** A good way to figure out the relationship in a given question is to make up a sentence that describes the relationship between the first two words. Then, try to use the same sentence to find out which of the answer choices completes the same relationship with the third word.

10. Reptile is to lizard as flower is to A. petal B. stem C. daisy D. alligator  
11. Play is to actor as concert is to A. symphony B. musician C. piano D. percussion

## Sentence Correction -5

**12-15:** Read each sentence to find if there is any grammatical error in it.

12.They have lately hired a new servant/with a view to provide/greater comfort/to their old mother.No error

- A B C D E  
13. Would you like / to be formally / introduced / to my cousin sister? / No error.  
A B C D E

14. I remember / having read somewhere / that the first satellite was / launched by Russians./ No error.

A                  B                  C                  D                  E

15. It is undeniably true / that many amongst us/ felt the whole building/ to vibrate. / No error.  
A B C D E

16. Do you insist / that we meet at least / once tomorrow to discuss/ about the subject? No error.

A

B

C

D

E

**Sentence Completion -5 Direction 17- 21:**

In each question, an incomplete statement (Stem) followed by fillers is given. Pick out the best one which can complete incomplete stem correctly and meaningfully.

17. "You are thinking very highly about Ravi but he is not so" means .....

- A.Ravi is as good as you think about him
- B.You have a good opinion about Ravi but he is not as good as you think
- C. Your view about Ravi is philosophical, keep it up
- D.Ravi is much better, than what you think of him
- E. You have a good opinion about Ravi but he does not have a good opinion about you

18. Anand stuck up a friendship with Mahesh in just 2 days" means .....

- A. Anand friendship with Mahesh came to an end recently
- B. Anand found out the other friends of Mahesh
- C. Anand fixed a deal with Mahesh in 2 days
- D.Anand's friendship with Mahesh lasted for 2 years
- E.Anand became a friend of Mahesh in less than 2 days

19. Although, he is reputed for making very candid statements .....

- A. his today speech was not fairly audible
- B. his promises had always been realistic
- C. his speech was very interesting
- D.people follow whatever he instructs to them
- E. his today's statements were very ambiguous

20. The manager would like you to help Dhiraj, means .....

- A. the manager would like you if you help Dhiraj
- B. the manager desires you to help Dhiraj
- C. the manager likes you because you help Dhiraj
- D.Dhiraj expects the manager to tell you to help him
- E. it will be a help to the manager if you like Dhiraj

21. Owing to the acute power shortage, the people of our locality have decided to .....

- A. dispense with other non-conventional energy sources
- B. resort to abundant use of electricity for illumination
- C. off-switch the electrical appliance while not in use
- D.explore other avenues for utilizing the excess power
- E. resort to use of electricity only when it is inevitable

22. In each question, an incomplete statement (Stem) followed by fillers is given. Pick out the best one which can complete incomplete stem correctly and meaningfully.

He has no money now .....

- A.although he was very poor once
- B.as he has given up all his wealth
- C. because he was very rich once
- D.because he has received huge donation
- E. because he was very greedy about wealth

**Logical Sequence -5**

**Direction 23-27: Fill in the blanks with a logical or sequence connector by choosing from the options in brackets given below:-**

**(Similarly, Therefore, Afterwards, Eventually, Nevertheless, After sometime, Otherwise, Therefore, However, Then.)**

23. There is no more food left. \_\_\_\_\_ there is plenty of drinks.  
a) However b) Therefore, c) Afterwards d) Eventually
24. The Interact Club has done well to help the poor. \_\_\_\_\_ the Welfare Club has done well too.  
a) Similarly b) Therefore, c) Afterwards, d) Eventually
25. The documents will be scrutinized by the police. \_\_\_\_\_ they will be sent back to the relevant authority.  
a)Therefore, b)However, c)Then d)Otherwise,
26. The retailer has been making losses. \_\_\_\_\_ he intends to wind up his business.  
a) therefore b) Afterwards, c)Eventually, d)Nevertheless
27. Wash the potatoes first. \_\_\_\_\_ you can boil them.  
a) Afterwards, b)Eventually, c)Nevertheless, d)After sometime

**Find the Odd Man Out -5 Direction 28-32:**

28. a) breach      b) canny      c) fissure      d) cranny  
29 .a) Fiend      b) fecund      c) ingenious      d) fertile  
30. a) cube      b) cubicle      c) cuboid      d) cubic  
31 .a) cryptic      b) Exoteric      c) recondite      d) crust  
32. .a) limousine      b) sedan      c) concorde      d)hatchback

**Common Mistakes -3 Directions 33-35:**

- 33.These mistakes in English are quite common. State which of the two sentences are correct  
a) It's seven twenty o'clock.  
b) It's seven twenty.
- 34.a) Your coat is broken.  
b) Your coat is torn.
- 35.a) Susan didn't make a fault anyway.  
b) Susan didn't make a mistake anyway.

**Reading Comprehension- 5**

**Direction 36-40: The passage given below is followed by a set of five questions. Choose the most appropriate answer to each question.**

In the modern scientific story, light was created not once but twice. The first time was in the Big Bang, when the universe began its existence as a glowing, expanding, fireball, which cooled off into darkness after a few million years. The second time was hundreds of millions of years later, when the cold material condensed into dense nuggets under the influence of gravity, and ignited to become the first stars.

Sir Martin Rees, Britain's astronomer royal, named the long interval between these two enlightenments the cosmic Dark Age. The name describes not only the poorly lit conditions, but also the ignorance of astronomers about that period. Nobody knows exactly when the first stars formed, or how they organized themselves into galaxies - or even whether stars were the first luminous objects. They may have been preceded by quasars, which are mysterious, bright spots found at the centers of some galaxies.

Now, two independent groups of astronomers, one led by Robert Becker of the University of California, Davis, and the other by George Djorgovski of the Caltech, claim to have peered far enough into space with their telescopes (and therefore backwards enough in time) to observe the closing days of the Dark Age.

The main problem that plagued previous efforts to study the Dark Age was not the lack of suitable telescopes, but rather the lack of suitable things at which to point them. Because these events took place

over 13 billion years ago, if astronomers are to have any hope of unravelling them they must study objects that are at least 13 billion light years away. The best prospects are quasars, because they are so bright and compact that they can be seen across vast stretches of space. The energy source that powers a quasar is unknown, although it is suspected to be the intense gravity of a giant black hole. However, at the distances required for the study of Dark Age, even quasars are extremely rare and faint.

Recently some members of Dr. Becker's team announced their discovery of the four most distant quasars known. All the new quasars are terribly faint, a challenge that both teams overcame by peering at them through one of the twin Keck telescopes in Hawaii. These are the world's largest, and can therefore collect the most light. The new work by Dr. Becker's team analyzed the light from all four quasars. Three of them appeared to be similar to ordinary, less distant quasars. However, the fourth and most distant, unlike any other quasar ever seen, showed unmistakable signs of being shrouded in a fog of hydrogen gas. This gas is leftover material from the Big Bang that did not condense into stars or quasars. It acts like fog because new-born stars and quasars emit mainly ultraviolet light, and hydrogen gas is opaque to ultraviolet. Seeing this fog had been the goal of would-be Dark Age astronomers since 1965, when James Gunn and Bruce Peterson spelled out the technique for using quasars as backlighting beacons to observe the fog's ultraviolet shadow.

The fog prolonged the period of darkness until the heat from the first stars and quasars had the chance to ionize the hydrogen (breaking it into its constituent parts, protons and electrons). Ionized hydrogen is transparent to ultraviolet radiation, so at that moment the fog lifted and the universe became the well-lit place it is today. For this reason, the end of the Dark Age is called the Epoch of Re-ionization. Because the ultraviolet shadow is visible only in the most distant of the four quasars, Dr. Becker's team concluded that the fog had dissipated completely by the time the universe was about 900 million years old, and one-seventh of its current size.

**36. In the passage, the Dark Age refers to:**

1. the period when the universe became cold after the Big Bang.
2. a period about which astronomers know very little.
3. the medieval period when cultural activity seemed to have come to an end.
4. the time that the universe took to heat up after the Big Bang.

**37. Astronomers find it difficult to study the Dark Age because:**

1. suitable telescopes are few.
2. the associated events took place a long time ago.
3. the energy source that powers a quasar is unknown.
4. their best chance is to study quasars, which are faint objects to begin with.

**38. The four most distant quasars discovered recently:**

1. could only be seen with the help of large telescopes.
2. appear to be similar to other ordinary quasars.
3. appear to be shrouded in a fog of hydrogen gas.
4. have been sought to be discovered by Dark Age astronomers since 1965.

**39. The fog of hydrogen gas seen through the telescopes:**

1. is transparent to hydrogen radiation from stars and quasars in all states.
2. was lifted after heat from stars and quasars ionized it.
3. is material which eventually became stars and quasars.
4. is broken into constituent elements when stars and quasars are formed.

**Subject Verb Agreement (6)**

40. Neither her administrative assistants nor Senator Smith (return, returns) phone calls.
41. Each of the twins (has, have) some unusual habits. (Each is singular.)
42. The first type of driver that I find annoying (is, are) the speeders.

43. She is one of the students who always (answer, answers) correctly.  
 44. Sara is the only one of the students who always (answer, answers) correctly.  
 45. Neither of the two politicians (expect, expects) to lose the race.

## **MPAT - VERBAL APTITUDE TEST -3 -ANSWER KEY**

**Synonyms – 3**

1.(a)Happiness            2.(d) dispensation 3.(d) boast

**Antonyms -3**

4. (b) babble            5. (c) pacify            6.(c) boon

**Fill in the blanks -3**

7.Ans(a) 8.Ans(a) 9.Ans(d)

**Verbal Syllogism -3**

**10. Answer: Option C**

Explanation:

A lizard is a type of reptile; a daisy is a type of flower. Choices a and b are incorrect because a petal and a stem are parts of a flower, not types of flowers. (Choice d) is incorrect because an alligator is another type of reptile, not a type of flower.

**11. Answer: Option B**

Explanation: An actor performs in a play. A musician performs at a concert. Choices a, c, and d are incorrect because none is people who perform.

**Sentence Correction -5;**

12. Ans: E 13. Ans: E 14. Ans: E 15. Ans : D 16. Ans: D

**Sentence Completion -5**

17. Answer: Option B      18. Answer: Option E      19. Answer: Option E

20. Answer: Option B      21. Answer: Option E      22. Answer: Option B

**Logical Sequence -5**

23. Ans: a) 24. Ans: a) 25. Ans: c) then 26. Ans: a) then 27. Ans: c) then

**Find the Odd Man Out -5**

28. Ans : b) 29 Ans:a) 30. Ans:b) 31 Ans:d) 32. Ans:d)

**Common Mistakes -3**

33.Ans: b 34.Ans: b 35.Ans: b

**Reading Comprehension- 5**

**36. Ans :2 37.Ans :4 38. Ans :1 39. Ans :2**

40. Neither her administrative assistants nor Senator Smith (return, **returns**) phone calls.

41. Each of the twins (**has**, have) some unusual habits. (Each is singular.)

42. The first type of driver that I find annoying (**is**, are) the speeders.

43. She is one of the students who always (**answer**, answers) correctly.

44. Sara is the only one of the students who always (answer, **answers**) correctly.

45. Neither of the two politicians (expect, **expects**) to lose the race.

# RESUME WRITING

A resume is a self-promotional document. Basically, it "sells" you to a company. It is not a job application. A resume should consist of information about your performance and accomplishments (especially those that are relevant to the position you are applying for). It is important to be truthful, specific, and brief.

## COMMON RESUME BLUNDERS:

### 1. Too Focused on Job Duties

Your resume should not be a boring listing of job duties and responsibilities. Go beyond showing what was required and demonstrate how you made a difference at each company, providing specific examples. When developing your achievements, ask yourself:

How did you perform the job better than others did?

What were the problems or challenges faced?

How did you overcome them? What were the results?

How can the company benefit from your performance?

Did you receive any awards, rewards and special recognition ?

### 2. Flowery or General Objective Statement

Many candidates lose their readers in the beginning. Statements like "A challenging position enabling me to contribute to organizational goals while offering an opportunity for growth and advancement" are overused, too general and waste valuable space. If you're on a career track, replace the objective with a tagline stating what you do or your expertise.

### 3. Too Short or Too Long

Many people try to squeeze their experiences onto one page, because they've heard resumes shouldn't be longer. By doing this, job seekers may delete impressive achievements. There are also candidates who ramble on about irrelevant or redundant experiences. There is no rule about appropriate resume length. When writing your resume, ask yourself, "Will this statement help me land an interview?" Every word should sell you, so only include information that elicits a "yes."

### 4. Using Personal Pronouns and Articles

A resume is a form of business communication, so it should be concise and written in a telegraphic style. There should be no mentions of "I" or "me," and only minimal use of articles. For example:

"I developed a new product that added \$2 million in sales and increased the market segment's gross margin by 12 percent."

should be changed to:

"Developed a new product that added \$2 million in sales and increased the market segment's gross margin by 12 percent."

### 5. Listing Irrelevant Information

Many people include their interests, but they should only include those relating to the job. For example, if a candidate is applying for a position as a ski instructor, he should list cross-country skiing as a hobby.

## **6. Not Including a Summary Section that Makes an Initial Hard Sell**

This is one of the job seeker's greatest tools. Candidates who have done their homework will know the skills and competencies important to the position. The summary should demonstrate the skill level and experiences directly related to the position being sought.

To create a high-impact summary statement, peruse job openings to determine what's important to employers.

Next, write a list of your education, area of interest, skills, projects, certifications, patents and publications. Incorporate these points into your summary.

## **7. Where Are the Keywords?**

With so many companies using technology to store resumes, the only hope a job seeker has of being found is to include relevant keywords sprinkled throughout the resume. Determine keywords by reading job descriptions that interest you and include them in your resume.

## **8. Typing Errors**

One typo can land your resume in the garbage. Proofread and show your resume to several friends to have them proofread it as well. This document is a reflection of you and should be perfect.

## **GUIDELINES FOR RESUME WRITING:**

- You must tell the truth in your resume. That's not negotiable. It is simply unethical to invent any part of your background. Besides, employers find it very easy to verify the basic facts on any resume, especially your title, dates of employment, prior salary history, and your major and degree. If you do find a job, you won't have any job security. Most employers will dismiss employees, even years later, if they are discovered to have lied on their applications. Remember, your resume, and everything on it, becomes part of your permanent personnel file. Being creative and persuasive are expected, but a fabrication on your resume is a grievous mistake.

- It is your job to sell yourself. A resume is no place for modesty. Employers will expect you to scour your entire background and let them know what skills, abilities, talents, traits, and experiences you have relative to their needs. They will not expect you to hold back. You are doing them a favor if you put your best foot forward, because they are looking at your resume specifically to discover your talents and abilities. Think about it.

If you have trouble claiming your accomplishments, imagine what someone else, who likes you a lot, would say about you. What would your best friend, sister, mom, dad, favorite professor, or biggest fan say about you? That's what belongs on your resume. Just make sure it's all true.

Most students have much more to offer than they realize. You've got to stop thinking about employment and start thinking about experience. We'll learn in a moment how to write the most, resume-wise, from student activities, travel, volunteer work, and so on.

- A resume is about your future, not your past. A good resume is focused toward your future.
- You put the information in order of interest to your reader. A resume should be customized to the needs of each application, whether that is a graduate program or an internship or a job opportunity. Ultimately, you should plan on customizing your resume every time you use it.

## **Writing Tips**

- Use an exact figure whenever you can. That is, tell exactly how many people, dollars, departments, arrests or whatever was involved. Never write "Organized Summer Fest" when you can write "Organized Summer Fest, an event drawing 5,000 students to participate in 17 alcohol-free activities, total budget of \$23,600, all-volunteer staff of 35."

- Use a superlative whenever you can. Report if you were the first, only, best, fastest, largest, or most. For example, you can say, "Summer Fest was the largest student-planned event in the history of the alcohol awareness program."
- Be accurate in reporting your skills, but report all of them. For example, when it comes to computer applications, report the programs you have mastered, but also report the ones you have "some exposure to." Likewise, with foreign languages, report your skill in categories such as "fluent," "proficient," "can read but not speak," and "basic." You don't want to oversell your abilities, but you don't want to leave anything out, either.

## **The Content**

### **Name, address, telephone, e-mail, fax number**

- List your contact information at the top of your resume.
- Avoid nicknames.
- Use a permanent address.
- Use a permanent telephone number with area code. If you have an answering machine, record a neutral greeting.
- Employers find email addresses helpful, if you have one. Try to use a professional email address.

### **Objective**

- State your objective or what sort of work you are hoping to do. Be brief and specific.
- Determine who is reading your resume and tailor your objective to each employer you target.
- Recognize there are probably many resumes on the employer's desk for the same position. What makes you stand out? Focus on your qualifications that will meet the company's needs.

Example:

To obtain an entry-level position as an Engineer.

### **Summary of Qualifications or Skills Section**

- The summary of qualifications is an opportunity to show off your skills and abilities. It draws the reader's attention to your specific skills that will best fit the position.
- You should tailor the summary of qualifications to each position you are applying for.
- See sample resumes for an example.

### **Education**

- Always list your most recent achievements first.
- Include any degrees or certificates as well as the major, and institution attended.
- Mention any academic honors.
- If you have not graduated yet, list the courses you have taken that are applicable to the position you are applying for.

Example:

Sri Shakthi Institute of Engineering and Technology, Coimbatore

Relevant Coursework: B.E. Mechanical Engineering

### **References**

- Be sure to ask people if they are willing to serve as a reference before you give their names to a potential employer.
- Make sure to have a printed list of references available in case an employer asks for them.

### **Resume Check-Up**

- Run spell checker & grammar checks on your computer.
- Check for correct verbiage: be consistent with "ing" or "ed" when writing in past tense.  
(Ex. Created, organized, and presented new orientation materials).
- Once you've written your resume, have it reviewed and checked by a few friends and family members. You can also have it reviewed by a Transfer & Career Services Professional or a Counselor at the Career/Transfer Center.
- The more people who see your resume, the better the chances are that errors and awkward phrases will get caught.

### **Design of Resume**

- Use white or off-white 8-1/2 x 11-inch paper.
- Use a font of 10 to 14 points. Do not use all italics or all CAPS.
- Print on one side of the paper only.
- Do not use fancy or decorative types. Stick to one type throughout the resume.
- Bullet your descriptions; do not list the content in paragraph form. Bulleted lists are easier to read.

## **COVERING LETTER**

When applying for a job, a cover letter for freshers is essential but can be challenging due to limited professional experience. It's your chance to highlight your educational background, career goals, and critical projects concisely and impactfully. A well-crafted cover letter helps recruiters distinguish you from other candidates with similar qualifications.

### **What is a Cover Letter for a Fresher?**

A cover letter for fresher is a personalized letter that you send along with your resume when applying for a job. It serves as an introduction, offering insight into who you are, what skills you possess, and why you're a strong candidate for the job.

Unlike an experienced professional, a fresher has limited work experience, but that doesn't mean your cover letter is any less important. In fact, a well-crafted cover letter can often compensate for a lack of experience by emphasizing your potential, enthusiasm, and the value you bring to the company.

### **How to Write a Cover Letter for Fresher?**

While building a perfect cover letter, the candidate should follow the chronology to make it systematic and clear for the employer to have a glance at. Your potential recruiter will take around 5 to 6 seconds to scan through your resume, which means you need to sincerely work on your cover letter to serve as the opening act. Given below are the different components of a cover letter for fresher:

- ★ Name of the employer/organization and the person to be contacted should be mentioned at the top-left corner of the page.
- ★ Date of the application.
- ★ Now comes the reference line or the subject of the cover letter which must contain the position you are applying for. For example, "Application for the position of Public Relations Officer."
- ★ Greet the employer directly by writing their name (for example Dear Mr X) instead of writing, "To whomsoever, it may concern".
- ★ After the greeting, start the body of the cover letter by introducing yourself to the reader.
- ★ The second paragraph should highlight your educational background and your skills and qualities in a very crisp manner.
- ★ Conclude the body of the cover letter by talking about "why should you be hired."
- ★ Lastly, thank the employer and mention your name and contact details.

### **Cover Letter Format for Freshers**

The format of your cover letter plays an essential role in ensuring that your letter is easy to read and professional. Here's what to include:

#### **Essential Sections of a Cover Letter**

- ★ Header -Include your name, address, phone number, and email. Add the date and the employer's contact information.
- ★ Introduction -A brief paragraph introducing yourself and explaining why you're applying for the job.
- ★ Body -The main part where you highlight your skills, qualifications, and why you're a good fit for the role.
- ★ Closing -A polite closing that invites the employer to contact you for an interview.

#### **Sample Cover letter:**

Aarushi Jain  
aarushijain@123gmail.com  
98765432129876543210

June 24th, 2024

Mr. Shinde  
Planet Research  
C-14 Gurugram, Haryana, 110038  
(xxx)xxxxxx  
recruiter@gmail.com

Subject: Application for the Engineer Position at Planet Research

Dear Mr. Shinde,

I am very eager to apply for the Engineer post at Planet Research. This particular position fully encapsulates everything I aspired to achieve as an engineer when I began my career. Your company's work is intriguing, and I've read extensively about the cutting-edge technology that's being used. This employment would put me on the proper track to achieving my professional objectives.

I learned to work in multidisciplinary teams that encompassed both technical and non-technical fields during my prior position as an intern at ABC Tech. Here, I was able to thrive as an excellent communicator, ensuring that all stakeholders' demands were both properly conveyed to the team and satisfied to the greatest degree of customer satisfaction.

I was able to adopt a new testing method that reduced our beta testing period by up to 18%, allowing our clients to see a completed prototype weeks before our competition. In addition, I am presently preparing for my Fundamentals of Engineering test, which will put me on the route to becoming a Professional Engineer. I aim to improve as a Planet Research employee and as a professional in this job. In my new position, I am eager to work hard to fulfil the demands of the firm and to become a valuable member of the team as soon as possible.

Thank you for your thoughts and time. I'm excited to learn more about the Engineer role and Planet Research. My experience qualifies me for this role, and I want to be allowed to demonstrate to the team personally what a valuable contribution I can be. I'm looking forward to hearing from you.

Thank You  
Best Regards,  
Aarushi JainAarushi Jain

## INTERVIEW

Every job seeker knows the answer to this question since it is a crucial aspect of every job seeker's life.

An interview is a formal conversation between two or more people, typically with one person, the interviewer, asking questions to obtain information, assess qualifications, or evaluate the suitability of a candidate for a job, admission, or other purposes.

Interviews are commonly used in various contexts, including employment, academic admissions, journalism, and research, to gather insights, make informed decisions, or establish a connection between individuals.

## **WHAT DO COMPANIES LOOK FOR DURING AN INTERVIEW?**

All the companies look for a combination of skills, qualities, and attributes during an interview to assess a candidate's suitability for a particular role/job .Criteria may vary based on the job and company

Common aspects that companies typically evaluate include:

### **JOB RELATED SKILLS**

Competence -Technical: Assessing the candidate's proficiency in the specific skills required for the job.

Problem-Solving: Evaluating the ability to analyze and solve job-related challenges.

Industry Knowledge: Understanding of the company's industry and awareness of current trends.

### **SOFT SKILLS**

Communication Skills: Clear and effective verbal and written communication.

Teamwork and Collaboration: Ability to work well with others and contribute to a positive team dynamic.

Adaptability: Willingness and capability to adapt to changing circumstances.

Team Compatibility: How well the candidate's personality and work style fit within the existing team.

Passion for the Role: Genuine interest in the position and enthusiasm for the company's mission.

Drive and Initiative: Willingness to take on challenges and go beyond basic job requirements.

### **PROBLEM SOLVING SKILLS**

Critical Thinking: Capacity to analyze situations, think critically, and make informed decisions.

Creativity: Ability to approach problems in innovative and creative ways.

### **LEADERSHIP SKILLS**

Initiative: Demonstrating a proactive approach to tasks and responsibilities.

Decision-making Skills: Showing the ability to make effective decisions when needed.

### **CULTURAL AWARENESS**

Diversity and Inclusion: Understanding and appreciation for diversity in the workplace.

Global Perspective: Awareness and openness to working in a global or multicultural environment.

### **INTERPERSONAL SKILLS**

Relationship Building: Ability to build and maintain positive relationships with colleagues, clients, or customers.

Conflict Resolution: Skills in resolving conflicts and handling interpersonal challenges.

### **WORK ETHIC**

Reliability: Consistency in meeting deadlines and fulfilling commitments.

Time Management: Efficient use of time and prioritization of tasks.

### **EMOTIONAL INTELLIGENCE**

**Self-awareness:** Understanding one's own strengths and weaknesses.

**Empathy:** Ability to understand and relate to the emotions of others.

## **PROFESSIONALISM**

**Ethical Behavior:** Upholding ethical standards in professional conduct.

**Presentation and Attire:** Maintaining a professional appearance and demeanor.

Companies aim to gauge these qualities through a combination of behavioral questions, situational assessments, and sometimes, skills-based tests or exercises.

It's crucial for candidates to be well-prepared to articulate how their experiences and skills align with these criteria during the interview process.

## **INTERVIEW MYTHS**

1. The best person for the job gets it
2. Interviews are like school exams – the more you say, the better you'll do
3. Interviewers know what they're doing
4. Never say "I don't know"
5. Good-looking people get the job
6. If you answer the questions better than others, you'll get the job
7. You should try to give the right answer
8. You must ask questions to demonstrate your interest & intelligence
9. Relax and just be yourself
10. Interviewers are looking for flaws

## **COMMON INTERVIEW MISTAKES**

1. Failing to express oneself clearly
1. Not been aware of one's body language
2. Failing to control those nerves
3. Failing to give appropriate examples
4. Trying too hard to please the interviewer.

There are many different types of interviews. Once you are selected for an interview, you may experience one or more of the situations described below. When you schedule an interview, try to get as much information as possible about which you will be meeting. Note that it is rare to have only one interview prior to a job offer. Most employers will bring back a candidate a number of times to be sure a potential employee will fit into the company culture.

## **TYPES OF INTERVIEW**

### **Traditional Face-to-Face Interview**

- Most interviews are face-to-face. The most traditional is a one-on-one conversation.
- Your focus should be on the person asking questions. Maintain eye contact, listen and respond once a question has been asked. Don't interrupt the interviewer.
- Your goal is to establish rapport with the interviewer and show them that your qualifications will benefit their organization.

### **Panel/Committee Interview**

- In this situation, there is more than one interviewer. Typically, three to ten members of a panel may conduct this part of the selection process. This is your chance to put your group management and

group presentation skills on display.

- As quickly as possible, try to 'read' the various personality types of each interviewer and adjust to them. Find a way to connect with each interviewer.
- Remember to take your time in responding to questions. Maintain primary eye contact with the panel member who asked the question, but also seek eye contact with other members of the panel as you give your response.

## **Virtual Interview**

With the recent outbreak of Covid-19 a lot of processes and methods have shifted on online platforms. This has indeed helped us to avoid physical contact and meetings. One of the biggest affected domains due to global pandemic was Interviews.

Interview is something that cannot be ignored or removed from any process be it a Job Interview or College Admission Interview. Thankfully with advancement into digitization and technology the problem isn't daunting anymore.

Below are few widely used platforms to conduct Virtual Interviews:

- Zoom
- Google meets
- Microsoft Teams
- Webex

## **Some basic buttons to understand in Virtual Platform**

- 1) The Mic button is often used to mute or unmute yourself.
- 2) Camera image refers to the video, whether you wish to switch it on or off.
- 3) Screen share or presentation is usually shown with the following image.
- 4) When the meeting is concluded you can click on the following image to exit or leave the meeting.

## **Let's understand one of these platforms in detail**

Other than the basic features covered above, there are some additional features that most of the video conferring platforms provide. These features can be paid or unpaid. Let's take the example of one platform to understand the interface and features better.

Zoom is the most widely used platform not only for interviews but also for sessions & meetings.

Below are the two interfaces first when you are a meeting attendee and second when you are a meeting host.

## **Let us understand the basic features on both modes:**

### **1) When you are a meeting attendee**

When you attend a meeting or Interview, you see the above given interface. Starting from extreme left you'll see:

- Mute: This is mic, if you wish to speak something you unmute yourself and when you are done with your part you can again mute yourself.
- Stop Video: This feature gives access to your webcam, you can tap on the button it'll start and stop as per your requirement.
- Participants: Here you can see the total number of people in the meeting.
- Chat: This simply allows you to chat with everyone or any selected concerned person.

- Screenshare: This feature helps you to present things available on your device like PPT or document. This feature can also be used for document verification in case of Interview, you can simply share a screen and show the electronic copy of your documents or identification proof.
- Record: This feature will record the entire interview or session. However, there are low chances that you'll require this in an Interview. In meetings and sessions it sends a notification to everyone so take permission before recording.
- Reactions: In case of Group discussion, this is an additional feature where you can share reactions like clap, raise hand, emoji etc.

## **2) When you are a Host**

**You get several additional features if you are hosting a meeting.**

- Manage Participants: You can manage participants, like keep everyone on mute etc. to avoid any inconvenience during the meeting.
- Polling: This feature helps us to get some basic insights via poll.
- Breakout Rooms: One of the biggest features that led to zoom's success. This helps you to create several rooms to segregate participants of the same meeting in various rooms for discussion or team work.
- As a host you get the feature of ending a meeting while as an attendee, you get the feature of leaving the meeting.

### **Basic Etiquettes on Virtual Interview:**

- Always check your internet connection. Simply go on google and search “Internet Speed Check” and check your internet speed and stability.  
Check your Audio and Video feature beforehand. A lot of platforms including Zoom give you this feature.
- Get comfortable with the Virtual interview platforms either by connecting with your friend and trying out the basic features.
- Virtual Interview gives you the liberty to connect from home yet you are supposed to be in a decent formal attire.
- Try to keep the background clean without any distraction or revelation. If this is not possible you can also use the artificial background (green screen) feature provided by Zoom.
- Try to practice eye contact by looking at the webcam and avoid looking at the screen.
- Stay in a quiet room, with minimum background noise.
- Switch on the camera as per the directions given during the interview but use the Mic option only when you are asked to do so.
- If you wish to ask any question, prefer a chat feature rather than speaking on Mic.
- Keep a backup option for internet connectivity (e.g. Mobile Hotspot) if there is power failure or wifi issue.
- Make sure your device is fully charged to avoid any power issue.
- Avoid using reaction features or any informal gestures during Virtual Interview.

## **Behavioral Interview**

- The basic premise behind this type of interview is that your past behavior is the best predictor of your future actions. These types of questions may be asked in any interview format—telephone, panel or one-on-one.
- If the employer asks behavior-oriented questions, they are no longer asking hypothetical questions but are now asking questions that must be answered based on facts.
- With a behavioral question, the interviewer is looking for results, not just an activity list. They are listening for names, dates, places, the outcome and especially what your role was in achieving that

outcome.

- This type of question generally starts with the words "Give me an example of " or "Tell me about a time when";

### **Case Interview**

- In some interviews you may be asked to demonstrate your problem-solving skills. The interviewer will outline a situation or provide you with a case study and ask you to formulate a plan that deals with the problem.
- You do not have to come up with the ultimate solution. The interviewers are looking for how you apply your knowledge and skills to a real-life situation. Speak and reason aloud so interviewers have a full understanding of your thought process.
- Before answering a case interview question, be prepared to ask the employer numerous questions for clarity and informational purposes. Most employers will provide responses that could result in additional inquiries.
- The more you are able to analyze and dissect the case study, the more you will likely impress your interviewer.
- This is the only interview for which it is acceptable, even encouraged, to bring a pad of paper and pencil. Most interviewers will allow you to take notes and jot down thoughts as you work through the case.

### **Telephone Interview**

- Many organizations will conduct interviews by telephone to narrow a field of candidates. Telephone interviews may also be used as a preliminary interview for candidates who live far away from the job site.
- It is important to treat this interview as you would a face-to-face connection. Arrange for a quiet space and time to schedule the conversation. Clear a work surface to minimize distractions.
- Focus on the conversation. Listen to the questions carefully before you answer. Since your voice is key, convey energy with inflection in your voice.
- Have a copy of your resume and the job description nearby as a reference.
- Avoid using a phone with call waiting. You do not want to be interrupted during a phone interview.
- Try to use a landline phone or a cell phone that is not prone to dropping calls.

### **Group Interview**

- A group interview is usually designed to uncover the leadership potential of prospective managers and employees who will be dealing with customers.
- The front-runner candidates are gathered together in an informal, discussion type interview. A subject is introduced and the interviewer will start off the discussion.
- The goal of the group interview is to see how you interact with others and how you use your knowledge and reasoning to influence others.

### **Stress Interview**

- This form of interview was more common in sales positions and is rare today. However, you should be aware of the signals. The stress interview is usually a deliberate attempt to see how you handle yourself under pressure.
- The interviewer may be sarcastic or argumentative, or may keep you waiting. Do not take it personally. Calmly answer each question. Ask for clarification if you need it and never rush into an answer.
- The interviewer may also lapse into silence at some point during the questioning. This may be an attempt to unnerve you. Sit silently until the interviewer resumes the questions. If a minute goes by, ask if he/she needs clarification of your last comment.

## INTERVIEW HANDLING TIPS

Many of us go for interviews and return feeling rejected and a bit depressed. Some of us do not accept that we have made a mistake. Some of us blame the interviewers for their own mistakes. But what many of us don't know is that we ourselves make mistakes that we don't seem to realize. Here are a few tips that will help you be successful in your interview.

### Presenting Yourself Successfully - Before, During & After Your Job Interview.

#### BEFORE THE JOB INTERVIEW

- **Learn all you can** about the company or organization; learn as much as you can so that your questions are sophisticated and knowledgeable during the interview. Employers expect you to arrive knowing background information about the organization. If you don't, you look like you're not really interested in the job. You have to be able to answer the critical question of why you would like to work for that employer — and not sound like you would take any job. Research helps you formulate intelligent and appropriate questions to ask in your interview.
- Be prepared to answer and ask questions.
- Prepare your clothes for your interview, making sure they are business-like, clean, pressed and conservative; make sure your hair and nails are trimmed and clean. Your attire should be noticed as being appropriate and well fitting, but it should not take center stage. When in doubt, always dress more professionally rather than more casually. Dressing nicely and appropriately is a compliment to the person you meet, so if in doubt, err on the side of dressing better than you might need to. A two-piece matched suit is always the best choice for both men and women, in navy, gray or black.
- **Prepare papers** for your interview, including extra copies of your resume, job reference lists, reference letters, legal pad for taking notes, and any other information that you may wish to have with you.

#### DURING THE JOB INTERVIEW

- Arrive 10 to 15 minutes early. Don't take any chances that you might be even one minute late. If necessary, arrive 30 minutes early and wait in your car.
- Treat all people you encounter with professionalism and kindness. That receptionist or secretary or maintenance man may offer his or her opinion of you to the boss. It will count.
- Don't let the employer's casual approach cause you to drop your manners or professionalism. You should **Maintain a professional image**. Don't address the interviewer by his or her first name unless you are invited to.
- Don't chew gum or smell like smoke. Don't take cell phone calls during an interview. If you carry a cell phone, turn it off during the interview to be sure it doesn't ring.
- Don't ever interrupt the interviewer, even if you are anxious and enthusiastic about answering the question.
- **Be aware of your non-verbal behaviors** - sit straight, smile as often as you can, maintain eye contact but don't stare the interviewer down, lean forward but not invading the interviewer's space. Sit still in your seat; avoid fidgeting and slouching.
- Don't be shy or self-effacing. You want to be enthusiastic, confident and energetic, but not aggressive, pushy or egotistic. That fine line is important. If you find yourself trying to hard to sell yourself, you are probably crossing the line. Instead, pull back, be confident and reassuring and calm.
- Don't make negative comments about previous employers or professors (or others).
- **Listen very carefully** to each question you are asked and give thoughtful, to the point and honest answers. Ask for clarification if you don't understand a question. It is OK to take a few moments of silence to

gather your thoughts before answering. Try not to "beat around the bush" or take a long time to give the answer the interviewer is seeking.

- Make sure you understand the employer's next step in the hiring process; know when and from whom you should expect to hear next. Know what action you are expected to take next, if any. Always thank the interviewer for his or her time at the close of the interview and establish a follow-up plan.
- When the interviewer concludes the interview, offer a firm handshake and make eye contact. Depart gracefully.

## AFTER THE JOB INTERVIEW

- Thank the Interviewer/ Interviewer's
- After the interview, make notes right away so you don't forget critical details.
- Don't call the employer back immediately. If the employer said they would have a decision in a week.

## TRADITIONAL QUESTIONS IN A JOB INTERVIEW

During an employment interview, the interviewer meets with potential employees to evaluate their skills, capabilities, and levels of experience. When, as a prospective employee, you find yourself sitting in the hot seat, keep in mind that while there are no standard responses, your replies should be clear and relevant. Stopping in silence to gather your thoughts is not only helpful but also wise.

To answer questions with poise, try to remember these tips:

- Listen carefully. If you feel the question is unclear, ask politely for clarification.
- Pause before answering to consider all facts that may substantiate your response.
- Always offer positive information; avoid negativity at all times.
- Get directly to the point. Ask if the listener would like you to go into great detail before you do.
- Discuss only the facts needed to respond to the question.
- Focus and refocus attention on your successes. Remember, the goal is not to have the right answers so much as it is to convince the interviewer that you are the right person.
- Be truthful, but try not to offer unsolicited information.
- Try not to open yourself to areas of questioning that could pose difficulties for you.

Every confident job hunter would like to think that "winging it" during an interview is the best policy, perhaps the most natural. However, we recommend that you do take some time to think through your answers to some common interview questions. Taking that time to formulate your answers and solidify your thoughts will give you more poise and security during the actual interview.

## WHAT WOULD BE YOUR ANSWERS TO THESE QUESTIONS?

- What are your strengths and weaknesses?
- If you could have your choice of any job, what would it be and why?
- Why do you want to go into this field?
- What are your short- and long-range goals and how do you expect to achieve them?
- What does success mean to you? How do you measure it?
- What motivates you?
- Do you plan to further your education? If so, to what extent?
- What have you done to improve yourself during the past year?
- If you could relive the last 15 years, what changes would you make?
- Tell me about your greatest achievement and greatest disappointment?

- How do you handle your reaction when you don't get what you want? Give me a couple of examples.
- How do you handle stress?
- How do you pull a team together when it seems to be going nowhere?
- What qualities do you prize the most in those that report directly to you?
- Everybody has pet peeves. What are yours?
- What else do you think I should know about you?

To learn about your plans for the future and your motivation for applying for the job, the interviewer may ask the following questions:

- Why do you want to work here?
- What do you expect to experience in this job?
- How do you feel about evening work? Weekend work? Carrying a pager? Being on call?
- Assuming we make you an offer, what do you see as your future here?
- Why should we hire you?
- Are you considering other positions at this time?
- How does this job compare with them?
- If you feel you have any weaknesses with regard to this job, what would they be?
- What is your leadership style? Please give examples of this style in a real situation.
- How do you feel about relocating?
- What could you contribute to our facility?

Sometimes the interviewer will ask vague questions that, if unexpected, may be difficult to answer. Be prepared to answer the following questions:

- Tell me about yourself.
- What weaknesses in your work habits do you think you need most to work on?
- Why do you believe that you are the best candidate for this job?
- Why are you applying for a position for which you are obviously overqualified?
- Why are you applying for a position for which you are obviously underqualified?
- Why do you believe that you could handle this position?
- Since you are overqualified for this position, what do you hope to gain from it?
- What can you do for me?
- You don't have the necessary experience or background for this position, so why would my organization benefit from having you in this role?
- How soon would you be able to start this position if we offer it to you?

Eventually, money will become an issue. Among the questions that may arise pertaining to compensation are the following:

- What is the minimum salary you will accept?
- What salary range are you wishing to be considered for?
- What are your financial needs?

## **BEHAVIORAL QUESTIONS IN A JOB**

Many employers are now doing "behavioral interviews". Rather than focusing on your resume and reviewing your accomplishments as you have written them on paper, the "behavioral" interviewer will ask you open-ended questions that will cause you to describe real circumstances and your responses to them.

General answers about behavior are not what the employer is looking for. You must describe in detail a particular event, project, or experience and you dealt with the situation, and what the outcome was. The premise behind behavioral interviewing is that the most accurate predictor of future performance is past performance in similar situations.

Although it will be more difficult to prepare concrete answers in advance to these interviews (as opposed to traditional ones), you can and should take some time to review your understanding of yourself, your past successes and concrete examples of your accomplishments. Work on honesty, sincerity and candidness. When you start to tell a behavioral story, the interviewer may try to sort out the details by understanding your behaviors.

The interviewer will probe for more depth, detail or understanding with questions like: "What were you thinking at that point?" or "Tell me more about what you discussed with that person." If you've told a story that's anything but totally honest, your response will not hold up through these probes.

#### **Practice answering questions**

- Tell me about a time that you demonstrated initiative?
- Describe a situation when have you motivated yourself to complete an assignment or task that you did not want to do?
- Think about a difficult professor or other person. What made him or her difficult? How did you successfully interact with this person?
- Think about a complex project or assignment that you have been assigned. What approach did you take to complete it?
- Tell me about the riskiest decision that you have made. What were your considerations in making that particular decision?
- Can you tell me about an occasion where you needed to work with a group to get a job done? What were the challenges and difficulties and how did you face these?
- Describe a situation when you or groups that you were a part of were in danger of missing a deadline. What did you do?
- Tell me about a time when you worked with a person who did things very differently from you. How did you get the job done? Would you work with that person again if given the choice?
- Describe your three greatest accomplishments to date.
- Tell me about a situation when you had to learn something new in a short time. How did you proceed?
- Can you tell me about a complex problem that you solved? Describe the process you utilized.
- Give me an example of a time when you had to make a split second decision.
- Give me an example of a bad decision that you made and what you learned from that mistake?
- Tell me about a time when something you tried to accomplish and failed. What did you learn from that failure?
- Tell me about a time when you missed an obvious solution to a problem. What did you learn from that mistake?
- Tell me about a challenge that you successfully met.
- Describe a situation when you had to go above and beyond the call of duty in order to get a job done.
- Please tell me about one or two unpopular decisions you have made. What were the positive and negative outcomes of those decisions?
- What leadership positions have you held? Describe your leadership style. What aspects of your leadership style have you changed or deleted once you learned that these aspects were not successful?
- Give me a specific example of a time when you used good judgment and logic in solving a problem.

- Summarize a situation where you successfully persuaded others to do something or to see your point of view. Tell me about a time when you had to use your presentation skills to influence someone's opinion.
- Give an example of when your persistence had the biggest payoff.
- How have you most constructively dealt with disappointment and turned it into a learning experience? Please give me a concrete example in your life.
- Tell me of a time when you had to conform to a policy with which you did not agree.
- Describe a situation in which you effectively developed a solution to a problem by combining different perspectives or approaches.

When answering "behavioral questions", do try to steer clear of the past answers that interviewers are adept at spotting. For example, don't try to portray yourself as a person that never makes mistakes. Or as a person whose only failings are that you work too much, are too dedicated, too loyal, etc. Be honest about your mistakes since the experienced interviewer will be looking for "progress" and "growth", not perfection. But, do give an example of how you learned from your mistake and how that experience has benefited you in the long run.

Be succinct and concise. In all behavioral answers, the interviewer wants to hear:

- A brief description of the problem, challenge or situation.
- What your action was & how you decided that action.
- A brief description of the result of your action and your assessment of its result.

### **Questions You Should Ask in Your Job Interview**

Always prepare questions to ask. Having no questions prepared sends the message that you have not been thinking about the job. Avoid asking questions that are clearly answered on the employer's web site and/or in any literature provided by the employer to you in advance. This would simply reveal that you did not prepare for the interview, and you are wasting the employer's time by asking these questions. Never ask about salary and benefits issues until the employer raises those subjects.

Remember that an interview is a two-way conversation. For you, the interview has two purposes: One, to sell yourself, and two, to evaluate the position. After asking questions, the interviewer usually invites you to ask questions.

By asking informed questions, such as the following, you not only gain knowledge about the potential employer, but you also make a good impression:

- 1.What are the next steps in the interview process?
- 2.Can you tell me about the training and mentorship programs offered for new hires?
- 3.How does your company support career development for entry-level employees?
- 4.What kind of projects would I be working on as an entry-level employee?
- 5.How does your company foster a culture of growth and learning?
- 6.What are the biggest challenges facing entry-level employees in this role?

### **Big no-nos.**

When faced with the employer asking,

**"So, do you have any questions for me?"**

here are some of the worst final questions to ask interviewers:

- So, how did I do in this interview?
- Well, how 'bout it? Did I get the job?
- How often do you give out raises?
- How often do you hand out bonuses?
- What kind of perks and benefits can I expect?
- When can I expect to hear back from you?

- When do you plan on making someone an offer for the job?
- What does this company actually do?
- How soon can I request vacation time after you hire me?

## BODY LANGUAGE

The interview process is physical as well as psychological. You will communicate using words verbally. At the same time your body would also send signals indicating your psychological state. Your level of knowledge and skills and also your attitudes shall be projected by it. An expert interviewer would be able draw a lot of inferences and conclusions.

Naturally, you need to practice to give the right messages.

## BODY LANGUAGE -BEST PRACTICES

1. Dress formally.
2. Enter the interview room confidently with a smiling face
3. Sit straight; don't lean back on chair
4. Be attentive and remain attentive throughout
5. Don't put both of your hands on the table. Use the area on top at the edge of the table.
6. Use both of your hands for making a gesture
7. Never put both of your hands behind your head
8. Joining palms and resting chin for a short period indicate high self-confidence. This position for a long period may indicate arrogance.
9. Maintain constant eye contact
  
10. Do not look down – this indicates low self confidence, ignorance, guilt feeling etc.
11. Do not look up – This indicates ignorance looking up for the answer
12. Do not look sideways – This indicates ignorance looking here and there for the answer
13. Never tap the table by fingers or an objects like pen etc.
14. Never point fingers
15. Do not cross your arms or legs
16. Do not shake your legs
17. Never play with pen, pencil, key chain or similar other items
18. Smile but do not laugh loudly
19. Never sit in a posture which indicates casualness or withdrawal
20. Maintain confident and involved posture throughout.

## BASIC MISTAKES YOU MUST AVOID

- 1 **Not creating first impression**  
Appearance (The candidate putting on casual dress, Casually entering and sitting down)
- 2 **Low energy level**  
The candidate talks very slowly, appears disinterested and withdrawn
- 3 **Monotonous voice**  
The candidate talks in the same way throughout giving a feeling of insensitivity
- 4 **Aggressive energy level**  
The candidates talks loudly and appears impolite
- 5 **Casual approach**

The candidate leans back on chair, appears insincere, says, "Chalta hai, sir" when asked about copying the project work or career objectives

**6      Improper body language**

The candidate looks down, plays with the pen, rolls sleeves up, rubs forehead

**7      Irrelevant responses**

The candidate replies, "Who is honest today? Tell me. Then, why should I?"

**8      Getting confused**

The candidate looks down, chew his nails, or plays with pen and says, "Yes sir, No sir...."

**9      Showing guilt by looking down**

The candidate says, "I am sorry, Sir."

**10     Lack of self-confidence**

The candidate looks below then here and there, wets his lips by tongue

**11. Giving irrelevant facts**

The candidate says, "My father is a poor farmer ...."

**12. Not having pen when needed**

The candidate is told to write and he does not have a pen or pencil with him.

## **MOCK INTERVIEW**

A mock interview mirrors an actual job interview. It gives students an opportunity to practice what to say and what not to say during an interview.

Whether it's face-to-face, online, or through a webcam, a mock interview is useful in reviewing your answers to common interview questions and assessing other factors such as your outfit, mannerisms, and body language.

As the saying goes, "Practice makes perfect." Attending a mock interview will show you your strong and weak points and boost your self-confidence.

## **HIGHER EDUCATION**

## **GRE - The Graduate Record Examination (GRE)**

The Graduate Record Examination (GRE), created and administered by ETS, is used by thousands of graduate and business schools to make admission and fellowship decisions. Many graduate programs require scores from the GRE General Test as part of a complete application, and some also require or recommend scores from one or more GRE Subject Tests .

### **What is the GRE?**

The GRE General Test is a graduate-level admissions exam used by many graduate school and business school programs. The GRE provides grad and b-schools with one common criterion that can be used to compare all applicants, who come from all over the world and will certainly have an enormous range in academic and professional experience.

Your GRE score is a significant part of your graduate school application , but it certainly isn't the only part. Admissions officers consider many other factors, including your undergraduate GPA, work and research experience, personal statement , letters of recommendation, and interviews. Some grad programs also require or consider GRE Subject Test scores.

It's possible your GRE score could come in handy if you are interested in law school, as some schools are accepting (or are considering accepting) GRE scores in lieu of LSAT scores .

### **What's on the GRE?**

There are three GRE sections:

- Analytical Writing
- Verbal
- Quantitative

The GRE tests college-level vocabulary and verbal reasoning; basic math concepts in arithmetic, algebra, and geometry; and your writing and analytical skills.

### **How Long does the GRE Take?**

The exam will take less than 2 hours to complete. Learn more about what's on the GRE .

### **How do I register?**

You must register online to take the GRE in advance of your test date; walk-in GRE registration at test centers is not accepted. The GRE is administered by ETS and given at Prometric testing centers. Visit ETS to register. The GRE costs \$205 in most locations.

### **How is the GRE scored?**

GRE test-takers will receive three separate scores, one for each section. Math and Verbal GRE scores fall on a scale of 130–170. Analytical Writing scores range from 0–6. Some test takers will also see an additional experimental math or verbal section, which will not be included in the final score. Learn more about GRE scoring .

### **Do GRE test scores expire?**

Your GRE score remains valid for five years.

### **How important is your GRE score?**

Schools differ in how they use your GRE score. Some programs weight GRE scores very heavily or have a minimum score for applicants, while other programs consider scores more of a formality. We recommend asking your prospective grad and business programs about the unique role the GRE test plays in their admissions and financial aid decisions. You can also check out the admissions data in our grad school and business school profiles .

### **How does the computer-adaptive GRE work?**

The GRE is a computer-adaptive test, or CAT for short. Every test taker will see at least two Math sections and two Verbal sections. The difficulty level of the second section (easy, medium or hard) in each subject is determined by your performance on the first section. If you get lots of questions right on the first section, you will get a harder second section, but access to higher scores. If you don't get as many questions right on the first section, you will get an easier second section and your scoring potential is capped at a lower range.

The computer-delivered GRE is the standard format for test takers. The paper-based GRE is far more rare and only offered up to three times a year. But if you want to learn more about the paper-and-pencil test, visit [ETS.org](http://ETS.org) .

### **What are GRE Subject Tests?**

The GRE Subject Tests are similar to the SAT Subject Tests in that they test your knowledge of a particular subject like chemistry or literature. Not every school requires a GRE Subject Test, but many of the most competitive programs do. ETS offers the Subject Tests three times a year; they are not part of the standard GRE. There are six GRE Subjects: biology, chemistry, English literature, math, physics, and psychology.

- Frequency: Most weekdays and weekends year-round
- Duration: 1 hours, 58 minutes
- Sections: Verbal, Quantitative, and Analytical Writing
- Max. Score: 170

### **Which countries' GRE® test scores are accepted?**

GRE® test scores are accepted by major institutions of excellence whose classes are taught in English. This includes universities in the United States, United Kingdom, Europe, India, Singapore, Canada, New Zealand and Australia. Most universities will only accept and recognize GRE® test scores.

## **GMAT - Graduate Management Admission Test**

The Graduate Management Admission Test (GMAT) is a graduate admissions entrance exam designed specifically for students who want to earn a postgraduate degree in business. A recent score is often required when submitting an application for an MBA, Master of Accountancy, or Master of Finance.

---

### **What Is the GMAT?**

The GMAT is a standardized entrance exam for graduate business school admissions. Admissions teams use GMAT scores to predict a candidate's probability of academic success in a given program.

Over 2,400 institutions worldwide use the GMAT as a benchmark for success in their admissions processes. The exam is computer-adaptive, meaning each test taker receives questions tailored to their ability to answer them.

The exam is just over three hours long and is available in person at a designated testing center or through remote testing.

### **What Does the GMAT Cover?**

The GMAT consists of four test components: analytical writing, integrated reasoning, quantitative reasoning and verbal reasoning. Let's explore each section in detail.

#### **Analytical Writing Assessment (Essay)**

The essay component of the GMAT assesses reasoning abilities. Test takers must critique an argument in 30 minutes or less.

Specific knowledge of the subject matter isn't required; test takers must only present a well-reasoned, constructive critique of an idea without inserting their opinions into the essay. This exam component assesses the test taker's ability to use concrete examples to evaluate another person's argument.

#### **Integrated Reasoning (IR)**

The integrated reasoning component measures a candidate's ability to analyze and synthesize diverse data sets from various sources. It includes multi-source reasoning, two-part analysis, table analysis and graphics interpretation questions. Test takers have 30 minutes to complete this section.

#### **Quantitative Reasoning (Math)**

Throughout the math portion of the exam, test takers must reason quantitatively, solve math problems and interpret graphs. It includes arithmetic, geometry and basic algebra concepts. Test takers have 62 minutes to complete this section.

#### **Verbal Reasoning**

This portion of the exam consists of 36 questions related to reading comprehension, critical reasoning and sentence correction. This section assesses candidates' ability to read and comprehend written text, evaluate arguments and correct written errors. Test takers have 65 minutes to complete this section.

### **How Is the GMAT Scored?**

Let's break down how the GMAT evaluates test takers.

## **Total Score**

The GMAT is scored on a scale between 200 and 800. Test takers receive five scores: one for each of the four test sections, plus the total score, which includes the verbal and quantitative reasoning section of the exam. Test takers receive a score between zero and six on the analytical writing assessment sections and a score between one and eight on the integrated reasoning components. Essays are scored using an algorithm that detects their structural and linguistic features. Some are randomly selected for auditing by human reviewers.

## **What Is a Good GMAT Score?**

While there are no “passing” scores for the GMAT, schools may require minimum GMAT scores. The average GMAT score is 582.34, and two-thirds of exam takers score between 400 and 600.

Even if a school doesn’t require a minimum GMAT score, you can research the average scores of successful applicants in the last year and aim for that. Additionally, some test-optional schools don’t ask for GMAT scores, but if you scored above 600, submitting your scores could boost your application.

## **How To Take the GMAT**

---

You have options for taking the GMAT. Here’s how it works.

### **Where To Take the GMAT**

You can take the GMAT remotely or at a test center. Test centers are available globally.

### **Registering for the GMAT**

To register for the GMAT, create an account online on mba.com. You can then select your preferred exam format—online or in-person—and provide some basic information to register.

After registering, you can create a GMAT profile. Select your exam date and time and provide payment.

### **Testing Center vs. Online**

The GMAT is the same exam regardless of whether it’s taken online or at a testing center. However, the experiences vary in some ways.

Registration for online testing is available around the clock, but registration for in-person testing is only available at certain hours during the week. At a testing center, test takers can use five sheets of laminated paper for note-taking and calculations. Online test takers use a digital whiteboard, or a physical whiteboard if they have access to one.

Whether you take the exam online or in person, you’ll have three hours and seven minutes to complete it, plus 30 minutes for check-in. Both online and in-person tests include two optional eight-minute breaks.

### **How Much Does the GMAT Cost?**

How much you pay for the GMAT depends on your location, as certain local taxes and fees will apply.

At U.S. testing centers, taking the GMAT costs \$275. Delivered online, the exam costs \$300. You are subject to other fees if you cancel or reschedule your exam appointment.

### **Retaking the GMAT**

If you’re dissatisfied with your score, you can retake the GMAT up to five times in a 12-month period, but only eight times in your lifetime.

# **TOFEL -THE TEST OF ENGLISH AS A FOREIGN LANGUAGE**

The Test of English as a Foreign Language, or TOEFL, is a standardized test that measures the English language ability of non-native speakers wishing to enroll in English-speaking universities. The TOEFL exam is recognized worldwide, making it a crucial step for international students aiming to pursue higher education in English-speaking countries.

Any person who wants to pursue further education in the US, Canada, or any other english speaking country, must take this examination and also pass the necessary passing score. TOEFL evaluates the abilities, which are needed for several academic tasks, which include reading, listening, speaking as well as writing.

The Educational Testing Service (ETS) is the main responsible body for administering TOEFL. It creates questions, as well as administers the test and gives scores to test takers.

## **Eligibility Criteria for the TOEFL Exam**

Understanding the full form of TOEFL enables students to recognize the prerequisite of having successfully completed their 12th grade from a recognized university or examination board in order to take the exam. Moreover, individuals aspiring to take the TOEFL examination may consider studying abroad for higher education.

While ETS does not specify exact eligibility requirements for taking the TOEFL exam, applicants may be required to take the test if colleges in English-speaking countries include TOEFL scores as part of their admissions process. Additionally, TOEFL candidates are required to present the original copy of their passport during the test, which must remain valid both at the time of registration and throughout the examination.

## **Exam Pattern of TOEFL**

TOEFL can be written in online mode known as TOEFL IBT (internet based test), besides this TOEFL can also be written in paper based format known as TOEFL PBT (paper based test). TOEFL exam consists of four sections including:

### **1. Reading Section**

Reading section contains 3-4 academic passages.

Each passage contains 12-14 questions.

This test assess our ability to understand ideas , details and vocabulary from the given text.

The total duration of this exam is 60 - 80 minutes.

### **2. Listening Section**

Contains 4-6 lectures and 2-3 conversations which we have to hear from head phones

After listening , we have to answer the given questions and demonstrate the comprehension of the content.

Duration of this exam is 60 - 90 minutes.

### **3. Speaking Section**

Evaluates our ability to speak English on various given topics and we have to summarize a reading passage. Responses are recorded and sent to Educational Testing Service (ETS) for evaluation.

#### **4. Writing Section**

This section consists of two tasks Integrated Writing Task (After reading the given passage and listening to the lecture, we have to write the response) and Independent Writing Task (we have to write an essay on the given topic expressing our opinion). Time duration for this section is 3 hours.

#### **Benefits of TOEFL Exam**

The benefits of TOEFL Exam are given below:

Study abroad opportunities help students to get seats in their desired colleges.

#### **Employment Opportunities :**

People who wanted to work abroad can get good employment opportunities with having passed the TOEFL exam

#### **Visa Applications :**

Having passed the TOEFL exam speeds up the Visa approval process.

#### **Global Communication :**

Helps to communicate fluently with international delegates in work places.

#### **Academic Success :**

Good English skills always help to be successful in Academics.

## **IELTS - INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM**

#### **How does IELTS work?**

IELTS is aimed at people who want to study in an English-speaking environment, work in or emigrate to an English-speaking country, or get a job in your own country where English proficiency is required. For this reason, there are two IELTS tests to choose from:

#### **IELTS Academic**

This test can help you secure university acceptance, student visas, and prove your English ability to professional organisations.

#### **IELTS General Training**

This test measures your English proficiency in the workplace and is often useful to prove your level when applying for a new position in an English-speaking company or organisation.

#### **IELTS test format**

You can choose to take your IELTS Academic or General Training test on paper or computer at an official test centre. You may also be able to take IELTS Online, depending on where you live. IELTS assesses the four key skills outlined below:

**Listening:** This section assesses how well you understand ideas, recognise opinions and follow the

development of an argument.

**Reading:** This section assesses how well you read for general sense, main ideas and details, and whether you understand the author's inferences and opinions.

**Writing:** This section evaluates how well and how accurately you organise your ideas and write a response, along with your ability to use wide-ranging vocabulary and grammar.

**Speaking:** This section assesses how well you can communicate opinions and information on everyday topics and common experiences, as well as how you express and justify your opinions.

### **Key facts about IELTS Academic and General Training:**

**Test length:** 2 hours and 45 minutes long.

**Test format:** 4 sections, including Listening, Reading, Writing, and Speaking.

The Listening, Reading, and Writing sections take place on the same day with no breaks in between.

The Speaking section may be scheduled on the same day or up to 7 days before or after the other sections.

### **Why should you choose IELTS?**

IELTS focuses on real-world communication skills and offers a number of important benefits:

Access new opportunities

IELTS is trusted by 12,500 organisations in over 140 countries around the world, meaning you can study abroad at the institutions of your choice.

## **STATEMENT OF PURPOSE**

### **What is a Statement of Purpose or an SOP?**

A Statement of Purpose, or SOP, is a letter written by the applicant conveying their intent for choosing a particular course, their interests, goals and career plans. It is addressed to the admissions committee. It is also known as a research statement or a letter of intent.

Through the SOP, you should be able to clearly articulate what made you choose a particular course and what you aim to gain through the course. Your passion for the subject must be evident in your SOP. The admissions team should also get a glimpse of the positive aspects of your character through the SOP.

### **Why is an SOP important?**

An SOP is crucial because:

- It is perhaps the first document that attracts the admissions team to your profile. Hence, drafting a powerful SOP must be on your priority list.
- Several candidates might have similar academic qualifications to yours. An SOP is your opportunity to make your application stand out from the rest.
- It is also a reflection of how well you can articulate your thoughts, ambitions and plans.
- Your SOP will give the admissions committee a subjective view.
- The statement of purpose should convince the admissions committee that your achievements show promise for your success in graduate study. Think of the statement of purpose as a composition with four different parts.

### **Part 1: Introduce yourself, your interests and motivations**

Tell them what you're interested in, and perhaps, what sparked your desire for graduate study. This should be short and to the point; don't spend a great deal of time on autobiography.

### **Part 2: Summarize your undergraduate and previous graduate career**

- a) Research you conducted. Indicate with whom, the title of the project, what your responsibilities were, and the outcome. Write technically, or in the style of your discipline. Faculty are the people who read these statements.
- b) Important paper or thesis project you completed, as well as anything scholarly beyond your curricular requirements.
- c) Work experience, especially if you had any kind of responsibility for testing, designing, researching or interning in an area similar to what you wish to study in graduate school.

### **Part 3: Discuss the relevance of your recent and current activities**

If you graduated and worked prior to returning to graduate school, indicate what you've been doing: company or non-profit, your work/design team, responsibilities, what you learned. You can also indicate here how this helped you focus your graduate studies.

### **Part 4: Elaborate on your academic interests**

Here you indicate what you would like to study in graduate school in enough detail to convince the faculty that you understand the scope of research in their discipline, and are engaged with current research themes.

- a) Indicate the area of your interests. Ideally, pose a question, define a problem, or indicate a theme that you would like to address, and questions that arise from contemporary research. This should be an ample paragraph!
- b) Look on the web for information about departments you're interested in, including professors and their research. Are there professors whose research interests parallel yours? If so, indicate this. Check the specific program; many may require you to name a professor or professors with whom you might work.
- c) End your statement in a positive manner, indicating your excitement and readiness for the challenges ahead of you.

### **Essential Tips**

1. What the admissions committee will read between the lines: self-motivation, competence, potential as a graduate student.
2. Emphasize everything from a positive perspective and write in an active, not a passive voice.
3. Demonstrate everything by example; don't say directly that you're a persistent person, show it.
4. If there is something important that happened to you that affected your grades, such as poverty, illness, or excessive work, state it. Write it affirmatively, showing your perseverance despite obstacles. You can elaborate more in your personal statement.
5. Make sure everything is linked with continuity and focus.
6. Unless the specific program says otherwise, be concise; an ideal essay should say everything it needs to with brevity. Approximately 500 to 1000 well-selected words (1-2 single space pages in 12 point font) is better than more words with less clarity and poor organization.

## SAMPLE SOP

Name of the applicant: [Name]

Course applied: [Course name]

I am set to complete my undergraduate programme in [course name] in a few months' time, and I realised that this is a crucial stage in my career when I should decide the direction for my successful future. I have a great interest in the [subject], and this is the reason I am looking to pursue a graduate degree in the same. In addition, the rapid changes in [subject area] in recent times have made the role of a [Job name] a very indispensable one. In order to reach my goal of being a successful [Job role], it is of utmost necessity that I consider studying at [university name] with its rewarding research programme, excellent research facilities and inspiring environment.

I have always shown a keen interest in [subjects], which has enhanced my [skills]. These are my areas of strength that have helped me acquire [scores in the subject]% in my [last study level]. I scored [scores]% in senior secondary school with [score]% in [relevant subject] and [score]% in [relevant subject]. My overall percentage in [subjects] is [score]%.

Given my love for [field of interest], pursuing higher studies in [subject] was quite natural. To study the course, I had to prove myself through [Competitive examinations]. I passed the examination with flying colours, being placed among the top X% of all the students who had attempted the test. I took up [course] in [College name] College affiliated with the prestigious [University name] in [Locality]. I chose [course] for my undergraduate major as I believe it has tremendous potential to help me realise my goal and also contribute to society. Throughout my undergraduate programme, I've maintained an excellent academic record.

My undergraduate programme has given me comprehensive exposure to numerous courses that I found interesting – [Topics covered as part of the programme]. I strongly believe in practical learning; it is the hope of finding path-breaking results through experimentation that I find very fascinating. I took my study beyond the walls of my classroom – keeping myself occupied with numerous industrial visits. This helped me get a closer look at the application of various aspects of the subject. I presented [paper presentation numbers/topics] at the national and state levels, and also organised various technical events in college. I was elected the president of my department, taking into consideration my leadership qualities, communication skills and performance. I was also an active participant in [relevant topic] competitions organised by my university.

During the final year of my undergraduate degree, I undertook two projects – [Project names]. I was the [Your role in the project], and I learnt how to overcome numerous practical difficulties – with access to limited resources. I successfully completed both projects on time, with the guidance of technical experts in my college.

My objective in pursuing an MS in [subject] is to acquire in-depth knowledge and hone my intellectual ability. Ten years down the line, I envision myself in the manufacturing sector. I would like to apply what I learn in [The industry name] and contribute towards its development.

I find that your esteemed institution with its world-renowned high-tech facilities will be the ideal place for my graduate studies. I look forward to your acceptance of my application so that I can gain admission to [Programme name] programme.

# **GOVERNMENT EXAMS**

## **VERBAL APTITUDE**

### **Combined Civil Services**

#### **(Preliminary) Examination- Group-II and IIA Services**

##### **SYLLABUS-GENERAL ENGLISH -Grammar**

1. Match the following words and phrases given in Column A with their meanings in Column B.
2. Choose the correct 'Synonym' for the underlined word from the options given.
3. Choose the correct 'Antonym' for the underlined word from the options given.
4. Select the correct word (Prefix, Suffix).
5. Fill in the blanks with suitable Article.
6. Fill in the blanks with suitable Preposition.
7. Select the correct Question Tag.
8. Select the correct Tense.
9. Select the correct Voice.
10. Fill in the blanks (Infinitive, Gerund, Participle).
11. Identify the sentence pattern of the following sentence (Subject, Verb, Object...).
12. Fill in the blanks with correct Homophones.
13. Find out the Error (Articles, Preposition, Noun, Verb, Adjective, Adverb).
14. Select the correct sentence.
15. Find out the odd words (Verb, Noun, Adjective, Adverb).
16. Select the correct Plural forms.
17. Identify the sentence (Simple, Compound, Complex Sentence).
18. Identify the correct Degree.
19. Form a new word by blending the words.
20. Form compound words (eg.: Noun+Verb, Gerund+Noun).
21. British English – American English

##### **SBI PO Prelims Syllabus 2024 -English Syllabus**

Reading Comprehension -Fill in the blanks-Cloze Test, Para jumbles-Vocabulary

Paragraph Completion-Multiple Meaning /Error Spotting-Sentence Completion-Tenses Rules

##### **SSC CGL -Staff Selection Commission**

English Comprehension: Synonyms antonyms and their correct usage, Spot the Error, Fill in the Blanks, Idioms & Phrases, One-word substitution, Improvement of Sentences, etc

##### **UPSC -CSAT**

Comprehension -Interpersonal skills -Logical reasoning-Decision-making and problem-solving

##### **GATE Verbal Ability Syllabus 2025**

Tenses -Adjectives-Articles-Words and Phrases-Vocabulary, Parts of speech-Idioms-Prepositions, Conjunctions

Verb-noun agreement-Comprehension & Reading-Narrative sequencing-Sentence completion

Verbal analogies-Critical reasoning -Word groups

AFCAT

List of One-Word Substitutions -Rules For Adjective Degree Of Comparison -Rules for Error Spotting

Homophones and Homonyms -Synonyms and Antonyms List-Rules For Active And Passive Voice

Sentence Correction Exercises-Questions and Answers About Tenses-Questions and Answers on Direct and Indirect Speech

