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Expert-Guidance on How to Prepare English for RBI Office Attendant 2017

The Reserve Bank of India (RBI) has released a recruitment drive for Office Attendant filling up 526 vacancies. The first stage of the exam, which is an Online exam, will be conducted in December 2017 or January 2018. To ace the RBI Office Attendant exam, you need to gear up your preparation & strategy to crack & come out with flying colours. Read this article to know How to Prepare English for RBI Office Attendant 2017. Moreover, know the complete RBI Office Attendant exam pattern, syllabus etc to boost up your preparation.

How to Prepare English for RBI Office Attendant Division of Topics

English in most exams, including the Office Attendant, is divided into 4 broad groups. These different groups test different skills in the English Language. They also include different questions that are used to test the candidate's grasp of the language. These groups are:

- 1. **Spellings** The questions will be based on the Contextual usage.
- Phrase/Idiom Meaning & One Word Substitution The questions will be asked in the context of finding the correct meaning of the Idiom, Give the one word for the sentence etc.
- 3. **Reading Comprehension** The passage will focus on topics like moral stories, humanities (medicine, psychology, arts, human behaviour, etc.), social issues economy, business, etc.









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- 4. **Para Jumble/Sentence Jumble** Based on Para Jumbles and/or sentence jumbles.
- Fill in the Blanks (Grammar) Questions will be based on Tenses, Articles, Prepositions, Subject Verb Agreement, Parallelism, Degrees of Comparison, Sentence Construction, Phrasal Verbs, Pronouns, Adverbs, Non-Finite Verbs, Common Errors, etc.

A detailed syllabus enables you to **know what exactly to expect** in the exam. You will also understand the difficulty level of each topic that is given in the detailed syllabus. You can read the detailed syllabus for RBI Office Attendant 2017 here:

Detailed RBI Office Attendant Syllabus in PDF

How to Prepare English for RBI Office Attendant - Weightage of Different Topics

Knowing the marks carried by a particular topic will help you categorize questions into those which you must focus on. Also, this will help you to **systematically decide** which topics are easy to score and which require more practice to score good marks.

Topic	Weightage
Reading	5 - 7
Comprehension	
Spellings	2 - 5
Phrase Idiom	2 - 5
Meaning & One	
Word Substitution	







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Para	1 - 5
Jumble/Sentence	
Jumble	
Fill in the Blanks	5 - 7
(Grammar)	

How to Prepare English for RBI Office Attendant -Reading Comprehension

Reading comprehension is the most important topic because it tests everything from your ability of understanding and critically analyzing the given information to your grammar, vocabulary & writing skills. Below are the tricks to ace Reading Comprehension quickly with higher accuracy:

Maintaining the reading speed to the maximum

This is because you should aspire to completely solve all comprehensions in the exam without missing any, due to the lack of time.

• Don't escape from difficult questions

Some questions do not have direct answers as they are more inference-based. However, you need to think accordingly & answer the questions.

Practice brings Accuracy

Reading Comprehensions are time-consuming but you can easily solve if you have enough practice that makes you respond quickly.

• Be Familiar with All types of Questions









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Make sure you are familiar with all types of questions that can be asked & have a complete practice over them.

• Read: (1) General Tips for RC, (2) Tips for Economics & Banking based passages, (3) Tips for understanding Tone of RC, (4) How to improve Reading Speed.

How to Prepare English for RBI Office Attendant -Spellings

You need to have a good grasp over the spellings. The errors in the questions of this section would be very minute & you need to have an accuracy to solve them. Read the tips to ace this section below:

- Increase your vocabulary daily by learning, whenever you are free
- Read as much as you can by memorizing spellings.
- Make use of flashcards since they are very helpful.
- Additionally, go through Testbook Word Power Capsules where you can learn new words every day.
- Take quizzes time and again to evaluate what you have learned in your practice. Find them here: <u>Spelling Quiz</u>.

How to Prepare English for RBI Office Attendant - Phrase Idiom Meaning & One-word Substitution

Phrase & Idiom Meaning can be very tricky at times. You need to learn & know a lot so that it is easier for you to decode the meanings of the Phrases. Sometimes, these phrases can look very simple but difficult to decode. Hence, you need to go through all important







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phrase idioms to get a good idea regarding this subject. Make your preparation better by going through <u>51 Useful Idioms and Phrases for SSC CGL and Bank</u>

<u>Exams</u> & <u>Expected Phrases and Idioms for SSC and Banking Exams</u>.

One Word Substitution refers to the words that replace the groups of words or a full sentence effectively without creating any kind of ambiguity in the meaning of the sentences. You should have a strong word power & vocabulary that will help you to think & choose the right words. Boost up your preparation by practicing Quiz 1.

How to Prepare English for RBI Office Attendant - Para Jumble/Sentence Jumble

Para jumbles are sets of connected statements in some random order, which when unjumbled, create a meaningful paragraph. There are not any straight-forward approaches to solving Para Jumbles. With as many approaches as you can possibly think of, each Para jumble has a unique solution. Each Para Jumble can make be solved in one or more of these tips for solving. These tips should be applied depending on the unique Para Jumble question. This topic can help you fetch good marks if prepared in the right way. Read this article to boost up your RBI Office attendant Exam Preparation - 7

Handy Tips for Solving Parajumbles.

How to Prepare English for RBI Office Attendant - Fill in the Blanks (Grammar)

This topic will help you fetch more marks & increase your overall score if you keep the following points in mind:

You need to cover topics such as Tenses, Articles, Prepositions, Subject-Verb
 Agreement, Parallelism, Degrees of Comparison, Sentence Construction, Phrasal









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Verbs, Pronouns, Adverbs, Non-Finite Verbs, Common Errors, etc. which can be asked to fill up the sentences.

- Be familiar with all the eight parts of speech since they are the basic blocks guaranteeing a proper structure to any sentence.
- Try to speak English. In Spoken English, it is easy to commit grammatical errors
 & can be rectified. Additionally, Speaking English the writing way makes you
 more conscious and you are able to find out your own mistakes.
- Make use sentence diagrams for remembering all the knowledge of grammar you have.
- Read these article for tips on topics in Grammar: (1) <u>52 Tips for Error Spotting(2) Easy Tips for Grammar</u> (3) <u>General Tips on Tenses</u> (4) <u>On Present Tenses</u> (5) <u>Using Common & Proper Nouns correctly with Articles</u>, (6) <u>Common Errors Made in Degrees of Comparison</u>, (7) <u>Gerunds</u> (8) <u>Difference between "its" and "it's"</u> (9) <u>Non-Finite Verbs with Examples</u>.
- For more practice and checking your preparation level, solve these quizzes of Grammar: <u>Error Spotting Quiz</u>, <u>Fill in the Blanks Quiz</u>, <u>Direct Indirect</u> <u>Speech Quiz</u>.

Know more about RBI Office Attendant Exam 2017, by clicking on the link below:

RBI Office Attendant Recruitment Notification 2017

To boost your exam preparation, check the link given below.

Practice Qs for RBI Office Attendant Exams

To know what other aspirants are talking about RBI Office Attendant Exam, visit the link below & discuss your doubts & queries.











<u>Talk to People preparing for RBI Office Attendant on</u> <u>Testbook Discuss</u>





