Contents _____

Ed	itor's Note	(iii)
Int	roduction	<i>(ix)</i>
Sai	mple Tests	ST.1—ST.144
1.	General Studies Paper II (2021)	ST.3
	Practice Answer Sheet	ST.14
	Answers and Explanatory Notes	ST.15
2.	General Studies Paper II (2022)	ST.35
	Practice Answer Sheet	ST.45
	Answers and Explanatory Notes	ST.46
3.	General Studies Paper II (2023)	ST.67
	Practice Answer Sheet	ST.79
	Answers and Explanatory Notes	ST.80
3.	General Studies Paper II (2024)	ST.107
	Practice Answer Sheet	ST.119
	Answers and Explanatory Notes	ST.120
1.	COMPREHENSION	1.1—1.64
	Orientation	1.3
	Reading the Passage	1.3
	Make a Consistent Effort	1.3
	Test Basics	1.3
	Test Strategies	1.4
	How to read	1.4
	Answering Questions	1.5
	General Guidelines	1.5
	Tackling Comprehension Questions	s 1.5
	Pitfalls to avoid	1.6
	To sum up	1.7
	Worked Examples	1.7
	Practice Exercises	1.13
	Answers with Explanatory Notes	1.51
2.	INTERPERSONAL SKILLS	2.1-2.64
	INCLUDING COMMUNICATION	V
	SKILLS	
	Orientation	2.3
	Interpersonal Skills	2.3
	Trying to Define Interpersonal Skill	ls 2.3

Dimensions of Interpersonal Skills	2.3
and How to Improve them	
1. Self-awareness	2.3
2. Emotional Intelligence	2.4
3. Self-management	2.4
4. Persuasive Ability	2.4
5. Leadership Styles	2.5
6. Teamwork Skills	2.6
7. Interpersonal Communication	2.6
8. Interpersonal Skills and Negotiation,	
Decision-Making, Problem-Solving	
and Conflict Resolution	2.9
9. Stress management	2.10
Can One Overdo Interpersonal Skills?	2.11
Developing Interpersonal Skills:	2.11
A Few Tips	
Communication Skills	2.11
Importance of Communication	2.12
Process of Communication	2.12
Purposes of Communication	2.13
Channels of Communication	2.13
Modes of Communication	2.14
Barriers to Effective Communication	2.14
Elements Necessary for Effective	2.16
Communication	
Importance of Listening in Communication	2.17
Barriers to Listening	2.18
Ways to Improve Listening Skills	2.19
Tips to Improve Communication Skills	2.19
To Resolve Conflicts and Create a	
More Positive Outcome	2.20
Verbal Communication Skills	2.21
Interpersonal Skills for Civil Servants	2.21
Question Types	2.24
Practice Exercises	2.27
Answers with Explanatory Notes	2.55

3.	LOGICAL REASONING AND ANALYTICAL ABILITY	3.1—3.88
	Orientation	3.3
	<i>Basic Principles</i> Terms Explained	3.3 3.3
	Logical Deduction	3.4
	I. Categorical Propositions	3.4
	II. Hypothetical Syllogisms	3.10
	III. Disjunctive Syllogisms	3.11
	IV. Relational Syllogisms	3.11
	Inductive Logic: Analogy and Probable Inference	3.11
	Order and Context of Premises,	3.13
	Assumptions and Unstated Conclus	
	Analytical Ability and Analytical Reaso	
	Analytical Reasoning Problems	3.14
	Best Approach to Analytical Reasoning	
	Problems	
	Worked Examples	3.15
	I. Statement/Conclusion	3.15
	II. Logical Compatibility or Logically Related Statements	3.17
	III. Statement-Assumptions	3.18
	IV. Cause and Effect	3.20
	V. Passage-Based Reasoning	3.20
	VI. Arrangement, Selection and Allocation Problems	3.23
	Practice Exercises	3.29
	Answers with Explanatory Notes	3.66
4.	DECISION-MAKING AND PROBLEM-SOLVING	4.1—4.64
	Orientation	4.3
	Basic Ideas	4.3
	What is Decision-Making?	4.3
	Characteristics of Decision-Making	4.3
	Kinds of Decisions	4.3
	Factors Influencing Decision-Making	4.4
	Decision-Making Processes	4.4
	Models of Decision-Making	4.6
	Bases for Decision-Making	4.7
	Group Decision-Making	4.8

	Techniques of Decision-Making and Problem Solving	4.9
	Errors in Decision-Making	4.11
	Ethical Decision-Making	4.11
	Ethics and Decision-Making in	4.12
	Public Administration	1.12
	Characteristics of Effective Decision-Ma	akers 4 16
	Tips for Effective Decision-Making	4.16
	Problem-Solving and Decision-Making	4.17
	Compared	1.17
	Models of Problem Solving	4.17
	Problem-Solving Process	4.17
	0	
	Causes of Poor Problem-Solving	4.18
	Question Types	4.18
	Some Questions Analysed	4.21
	Practice Exercises	4.25
	Answers with Explanatory Notes	4.52
	Answers with Explanatory Notes	1.02
5.	GENERAL MENTAL ABILITY	5.1—5.56
	Orientation	5.3
	Scope of this Section	5.3
	Series	5.3
	Alphabet Series	5.3
	Number Series	5.5
	Letter-Number Mixed Series	5.6
	Figure Series	5.6
	Analogy	5.7
	Verbal Analogy	5.7
	Number Analogy	5.7
	Figure Analogy	5.8
	Classification/Odd-man-out	5.8
	Verbal Classification	5.8
	Numerical Classification	5.9
	Figure Classification	5.9
	Matrix and Other Patterns	5.10
	Matrix	5.10
	Other Patterns	5.10
	Analogy-based Patterns	5.10
	Coding/Decoding	5.11
	Letter Coding	5.11
	Coding with Numbers	5.11

	Substituted Words Sentence Coding Using Mathematical Symbols Passwords Coded Statements and Conclusions	5.12 5.12 5.13 5.13 5.14
	<i>Direction Problems</i> Problems on Linear Direction Problems on Angular Direction Problems of Distance and Directions	5.15 5.15 5.15 5.16
	Ranking	5.17
	Blood Relations	5.17
	Figure Partition	5.17
	Building Designs	5.18
	Dices	5.18
	Images	5.19
	Mirror Images	5.19
	Water Images	5.19
	Embedded Figures	5.20
	Completing Patterns	5.20
	Figure Matrix	5.20
	Paper Cutting	5.21
	Paper Folding	5.21
	Practice Exercises	5.23
	Answers with Explanatory Notes	5.42
6.	BASIC NUMERACY AND Data Interpretation	6.1—6.256
	Orientation	6.3
	Numbers and Fundamental Operation	s 6.3
	Numbers, Numerals and Digits	6.3
	Number Classification	6.3
	Fundamental Operations: Addition, Subtraction, Multiplication and Di	6.6 vision
	Test of a Prime Number	6.10
	Fractions and Decimals	6.12
	Vulgar Fractions	6.12
	Decimals	6.12
	HCF and LCM	6.15

Highest Common Factor (HCF) Least Common Multiple (LCM)	6.15 6.16
<i>Indices, Roots and Surds</i> Indices Finding Square Root Finding Cube Root Surds	6.176.176.186.196.19
<i>Simplification</i> Using Vbodmas Fast-track Formulae to Remember and Their Application	6.206.206.21
<i>Percentage</i> Basics Facts and Fast-Track Formulae to Remember Worked Examples	6.22 6.22 6.22 6.24
<i>Average</i> Basics Fast-Track Formulae to Remember Worked Examples	6.276.276.276.28
Ratio and Proportion Basics of Ratio Basics of Proportion Fast-Track Methods and Formulae Worked Examples	6.306.306.306.316.32
<i>Unitary Method</i> Basics Variation and Proportion Points to Remember Worked Examples	 6.35 6.35 6.35 6.35 6.35
<i>Time and Work, Work and Wages</i> Basics Points to Remember Fast-Track Methods Worked Examples	 6.37 6.37 6.37 6.37 6.37
<i>Pipes and Cisterns</i> Basics Fast-Track Methods Worked Examples	6.40 6.40 6.40 6.40
<i>Time and Distance</i> Basics Fast-Track Methods Worked Examples	6.416.416.426.42

Contents	
Contents	

Boats and Streams Basics Fast-Track Methods Worked Examples	6.44 6.44 6.44 6.45
Races and Games Basics Points to remember Fast-Track Formulae Worked Examples	6.45 6.45 6.46 6.46 6.46
Profit and Loss Basics Fast-Track Methods Worked Examples	6.476.476.486.49
Alligation and Mixtures Basics Fast-Track Methods Worked Examples	 6.51 6.51 6.52 6.52
Interest Basics Formulae for Simple Interest Formulae for Compound Interest Fast-Track Methods Worked Examples	 6.54 6.54 6.54 6.55 6.56
Discount True Discount Formulae to Remember for True Discount Banker's Discount Formulae to Remember for Banker's Discount Worked Examples	 6.61 6.62 6.63 6.63 6.63
Partnership Basics Formulae to Remember Worked Examples	6.66 6.66 6.67
Stocks, Shares and Debentures Basics Formulae for Problems on Stocks Formulae for Problems on Shares Worked Examples	6.69 6.69 6.70 6.70 6.71
<i>Calendars</i> Basics Worked Examples	6.73 6.73 6.74
Clocks	6.74

Basics	6.74
Points to Remember	6.74
Worked Examples	6.74
Algebraic Formulae and Equations	6.75
Basics	6.75
Linear Equations	6.75
Quadratic Equations	6.76
Points to Note	6.77
Some Facts about Algebraic Expressions	
and Equations	6.77
Problems on Ages	6.77
Permutation and Combination	6.79
Basics	6.79
Formulae to Remember	6.79
Worked Examples	6.80
Probability	6.81
Basics	6.81
Measuring Probability	6.82
Probability Theorems	6.83
Worked Examples	6.83
Progressions	6.85
Basics	6.85
Arithmetic Progression	6.85
Geometric Progression	6.85
Harmonic Progression	6.86
Worked Examples	6.86
Geometry	6.86
Lines and Angles	6.86
Polygon	6.87
Triangle	6.87
Quadrilaterals	6.88
Circles	6.89
Points to Remember	6.89
Worked Examples	6.91
Coordinate Geometry	6.92
Basics and Some Formulae	6.92
Mensuration: Area and Volume	6.92
Perimeter, Area, Volume	6.92
Tables of Metric Units of Measurement	6.93
Two-Dimensional Figures	6.94
1. Triangle	6.94
2. Quadrilateral	6.94
3. Parallelogram	6.94
4. Rectangle	6.95
5. Rhombus	6.95

Contents
Contents

6.	Square	6.95
7.	Trapezium	6.95
8.	Regular Polygon	6.95
9.	Circle	6.96
Fas	t-Track Formulae	6.96
Th	ree-Dimensional Figures	6.97
1.	Rectangular Solid	6.97
2.	Cube	6.97
3.	Prism	6.97
4.	Cylinder	6.97
5.	Cone	6.98
6.	Pyramid	6.98
7.	Sphere	6.99
Wo	orked Examples	6.99
Hei	ights and Distances	6.101
(Ba	usic Trigonometry)	
Tri	gonometry and Heights and Distances	6.101
Me	asuring Angles	6.101
Tri	gonometrical Ratios	6.102
Sig	n of Trigonometrical Ratios	6.102
	gonometric Ratios of Complementary	6.102
	ngles	
	gonometrical Identities	6.102
	gles and Trigonometrical Ratios	6.103
Wo	orked Examples	6.104
Log	garithms	6.105
Orc	der of Magnitude and Logarithm	6.105
Log	garithm	6.105
Pro	perties of Logarithms	6.105
Cha	aracteristic and Mantissa of Logarithm	6.105
Ap	plications of Logarithm	6.106

	Worked Examples	6.106
	<i>Data Sufficiency</i> Types and Strategies Worked Examples	6.107 6.107 6.107
	Data Interpretation Statistical Methods Interpretation Interpreting From Tables Interpreting Graphs and Diagrams	6.111 6.111 6.130 6.130 6.133
	Practice Exercises	6.139
	Answers with Explanatory Notes	6.182
7.	PRACTICE SESSION	
7.		7.1—7.160
	I. Practice Exercise Sets	7.1
	I. Practice Exercise Sets Practice Set 1	7.1 7.1
	Practice Set 1	7.1
	Practice Set 1 Answers with Explanatory Notes	7.1 7.23
	Practice Set 1 Answers with Explanatory Notes Practice Set 2	7.1 7.23 7.34
	Practice Set 1 Answers with Explanatory Notes Practice Set 2 Answers with Explanatory Notes	7.1 7.23 7.34 7.56
	Practice Set 1 Answers with Explanatory Notes Practice Set 2 Answers with Explanatory Notes Practice Set 3	7.1 7.23 7.34 7.56 7.65
	Practice Set 1 Answers with Explanatory Notes Practice Set 2 Answers with Explanatory Notes Practice Set 3 Answers with Explanatory Notes	7.1 7.23 7.34 7.56 7.65 7.88

7.123

7.135

7.141

7.154

Practice Test Two

Practice Test Three

Answers with Explanatory Notes

Answers with Explanatory Notes