



HOW TO
PREPARE FOR
**MANAGEMENT
APTITUDE
TEST (MAT)**

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INTRODUCTION

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Management Aptitude Test or MAT is conducted by All India Management Association or AIMA for admission to over 800 management exams, as it allows the aspirants to choose the mode and month of exam as per their convenience. It was first conducted in 1988 but was approved as a national-level test by the Ministry of Human Resources and Development of India, as late as 2003.

MAT is conducted four times in a year – February, May, September and December, for the convenience of aspirants. They can choose to appear for the exam in the month they are best prepared. Since, it is conducted both in offline and online mode, MAT has an upper hand over other

Any candidate who wished to make a career in management can take MAT. Minimum eligibility criteria for MAT is Graduation in any stream from a UGC recognized institution or equivalent. There's no minimum cut-off or age limit.

In the subsequent pages we have shared more information regarding MAT including its syllabus, prep strategy, exam tips etc.



IMPORTANT TOPICS FOR MAT

To excel in any entrance exam, one must know what type of questions will be asked. Like any other management entrance exam, MAT too is an aptitude test which analyses a candidate's analytical skills, reasoning skills and knowledge of English language. MAT question paper is divided into five sections. All the questions are multiple choice answers type in which the candidate has to choose one answer from the four options given.

The five sections of MAT are:

- Language Comprehension
- Mathematical Skills

- Data Analysis and Sufficiency
- Intelligence and Critical Reasoning
- Indian and Global Environment Each

section is allotted limited time and number of questions. The candidate will be given 30 mins to solve 40 Language Comprehension questions, 40 minutes to solve 40 Mathematical Skills questions, 35 minutes for 40 Data Analysis and Sufficiency questions, 30 minutes to solve Reasoning and Critical questions and 15 minutes to solve 40 Indian and Global Environment questions. In all, the candidates will have to answer 200 MCQs in 150 minutes.

BELOW ARE THE LISTS OF TOPICS FOR EVERY SECTION

Verbal Reasoning	Analogies	One word substitution
Syllogisms	Antonyms and Synonyms	Idioms
Same word, different meaning	Sentence Completion	Foreign Language words used in English
Contextual Usage	Parajumbles	Odd One Out
Fill In The Blanks	Sentence Correction	Spelling

Topics to study for Mathematical Skills section

Ratios and Proportions	Algebra	Partnership
In-equation Quadratic and Linear Equations	Averages	Work and Time
Profit and Loss	Time-Speed-Distance	HCF and LCM
Geometry	Number System	Vectors
Percentage	Geometric Progression	Mensuration

Topics to study for Data Analysis and Sufficiency section

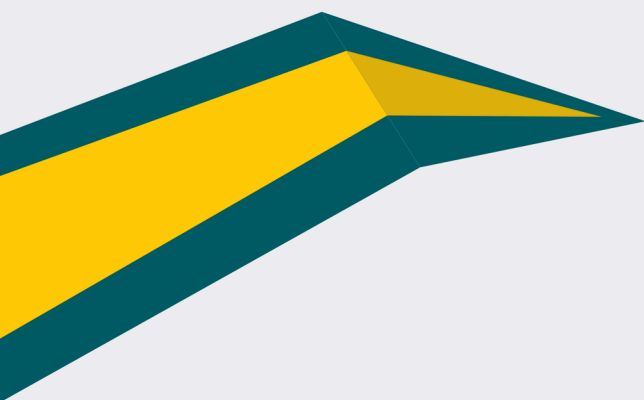
Bar Graphs	Graphs	Line Charts
Column Graphs	Pie Chart	Venn Diagram etc

Topics to study for Intelligence and Critical Reasoning section

Sequencing	Identifying Valid Interferences	Family Tree
Visual Reasoning	Assertions and Reasons	Cause and Effect
Coding and Decoding	Identifying Reasons	Linear Arrangements
Assumption-Premise-Conclusion	Matrix Arrangements	Statements and Assumptions
Percentage	Geometric Progression	Mensuration

Topics to study for Indian and Global Environment section

Current Affairs	Quotes by Important personalities	Sports
Geography	Brand tag-lines	Entertainment
History	Major events in business world	Politics
Business	Books and Authors	Top officials
Science	Awards	Static GK



BOOKS TO READ TO PREPARE FOR MAT

The second most important thing in MAT preparation is books. It is very important to choose the right books as a lot depends on the topics you prepare and how. Book and other prep material must cover all the topics in detail, their application, sample questions and revision strategy. Below are the names of recommended books for MAT preparation. You can also consult your mentor at coaching institute to guide you in selection of books and other study material.

- Study Package for MAT (Management Aptitude Test) by Arun Sharma
- Complete Guide for MAT and Other MBA Entrance Exams by Disha Experts
- MAT 20 years Topic-wise Solved Papers (New edition every year) by Shipra Agarwal and Deepak Agarwal
- How to Prepare for Verbal Ability and Reading Comprehension by Arun Sharma and Meenakshi Upadhyay
- How to Prepare for Quantitative Aptitude for the CAT by Arun Sharma
- The Analytical and Logical Reasoning and Logical Reasoning by Peeyush Bhardwaj
- The Mega Yearbook 2017- Current Affairs & General Knowledge for Competitive Exams by Disha Experts
- Mission MBA MAT Management Aptitude Test by BS Sijwalii and Tarun Goyal
- A Modern Approach to Logical Reasoning by RS Aggarwal
- The Pearson Guide to Quantitative Aptitude for MBA Entrance Examinations by Dinesh Khattar
- Quantitative Aptitude for Competitive Examinations by RS Aggarwal

OTHER USEFUL BOOKS TO IMPROVE VOCABULARY AND GRAMMAR:

- Wren & Martin English Grammar
- Word Power Made Easy by Norman Lewis
- Business English and Communication by John O E Clark
- 30 Days to a More Powerful Vocabulary by Norman Lewis
- The Students' Companion by Wilfred D Best
- A Communicative Grammar of English by Geoffrey Leech and Jan Svartvik

To strengthen Current Affairs and General Knowledge aspirants must subscribe to the following newspapers and journals

- The Hindu
- Financial Express
- Economic Times
- The Financial Times
- Wall Street Journal
- Hindu Business Line
- Business Today
- Business World
- Management Compass Career Launcher
- Competition Success Review

MAT PREPARATION PLAN AND STRATEGY:

Keep the following in mind before and while preparing for MAT exam:

Make a Plan Before you start preparing for the exam, it is important to have a plan of how, when and what to study. Create a time table and allot time to each section. To do so, first see what your strengths are and what your weaknesses are. Accordingly, dedicate specific time duration to each subject. Subjects that need more practice should be allotted more time and sections that you are already good at, just need to be revised. Having a systematic time table will allow you to concentrate better and minimize juggling between sections.

Time Management is Key

Time management plays an extremely important role in completing the question paper. The trick here is to quickly solve the questions that are easy and then move on to the ones that are difficult. But don't spend too much time on difficult questions, if you can't solve them leave and move on. Remember, each wrong answer carries negative marking, not the unsolved question. Keep 10 mins aside for revision.

Attempting Mock Tests is a Must

Practice makes a man perfect and when it comes to mathematics, reasoning and RC, there can be nothing better way to win than practicing. Keeping this in mind, solve as many sample papers as you can. This will give you an idea about the expected topics, the difficulty level, tricks and shortcuts you need to apply and will increase your speed and accuracy. Along with practicing, memorizing formulae, tables, roots and cube roots etc. All this will be of immense help during the exam.

Keep a Check on Speed and Accuracy

Solving questions quickly is important, but at the same time solving them accurately within the time allotted is critical. In MAT, you are supposed to solve 200 questions in 200 minutes which gives you roughly 0.75 minutes per question. While practicing mock papers keep this in mind, make sure you solve each question in a dedicated frame of time. Time yourself every time you attempt a question or a model test paper and check whether you managed to solve correctly in time or not.

Read More Language Comprehension

section also needs ample practice. The best strategy that one can use here is to read different variety of articles and novels. When you start reading different genres of articles, you can acquire speed, precision and accuracy – these three can help you score excellently in this section. Make sure that you read the questions properly before attempting them so that you can comprehend better.

Focus on staying updated

The Environment and Global section comprise of questions that test the candidate's general awareness. Make sure you stay updated about the latest happenings going around you. Watch news channels, read newspapers, magazines and browse through the internet to know about the happenings.

Join a Coaching Institute

Coaching institutes help understand key topics, their importance and how they should prepare. Also, they share tricks and shortcuts to solve a question in less time with accuracy, which the students otherwise will not know. Regular tests and feedbacks help the aspirants analyse their strengths and weaknesses and work upon them. Moreover, a competitive environment keeps the students motivated and determined.

UNDERSTANDING MAT MARKING SCHEME

The candidates are scored on their skills in these subjects. However, since the exam is conducted four times a year, one MAT test may be slightly tougher than the other and vice versa. This discrepancy is adjusted during scaling process so that the candidates' scores represent about same level of ability as measured by the test.

- Each MAT report card contains six scores; one for every subject
- Language Comprehension, Mathematical Skills, Data Analysis & Sufficiency and Intelligence & Critical Reasoning are reported on a scale of 0 to 100. In this section, scores less than 20 and more than 80 are rare

- Indian & Global Environment score, is calculated separately on a scale of 0 to 100. In this section too, scores less than 20 and more than 80 are rare

- The composite score of MAT is reported on a scale of 199 to 801. Less than 200 or more than 800 is a rarity and all scores below 200 are reported as 199 and all scores above 800 are reported as 801. It means that even if you have scored less than 199, your composite score will be reported as 199. Similarly, 801 or more will be reported as 801

- Composite score is calculated on the basis of performance in the first four sections as these sections are related to the skills required over a longer period of time in management field

These four sections are assigned equal weightage

- The most distinct feature of MAT is that the score scales of the first four sections and the composite scores are based on the performance of candidates who wrote the exam in 1996. This is so because their scores were defined in a way that a score of about 50 in a section and about 500 on a composite scale represent the average performance of that group

Further, for each of the six scores, a percentile below figure is given. This figure indicates the percentage of examinees who scored below the candidate based on the entire MAT testing population. The below figure can change with each administration for the same scores

TIPS FOR COMPUTER BASED MAT

MAT exam is held four times a year in both offline (pen and paper mode) and online (computer mode). Most candidates are fairly used to and familiar with offline exam (we've all written tests on paper in school colleges and elsewhere), all they need to keep in mind is reading the test booklet thoroughly before starting to solve the questions. For online exam, certain points need to be kept in mind. The online exam is totally dependent on technology possibility of technical glitches is high. Moreover, reading questions on the screen and entering answers through the mouse pad requires clarity and speed. Hence, it is important to prepare yourself for such an environment.

1. Do your reading practice on the computer/

laptop/tablet. Reading newspapers and business articles is not enough. You need to develop a habit of reading on screen. This will be beneficial in the RC section, as you will be able to save considerable time.

2. Since the exam is time bound, you shall have to sharpen your memory to avoid going back and forth on a paragraph on the screen. Repeatedly glancing back and forth will increase your time spent on a question, thereby delaying your exam.

Practising solving analytical questions online will get you used to working on a computer screen the better it is.

4. Another crucial thing is to learn to keep looking at the computer screen while working out solutions in mind or on a rough sheet. Moreover, you will have to constantly keep an eye on the time running at one corner of the screen.

5. There's also the need to learn to solve certain questions mentally, especially in Quantitative Ability section. This trait will help you save crucial minutes.

6. Practice sample questions online to analyse time spent on each question and strategise how much time you will be spending on a particular section.

7. Take a thorough look at the demo or sample papers before exam. The only difference between a mock test and the real test is the atmosphere and pressure of performing. So, if you will familiarize yourself well with CBT mocks you are less likely to face any anxiety in the actual exam.

8. The moment you receive your actual question paper, make sure you read all the instructions carefully.

9. Practicing questions online will make your eyes get used to enduring the computer screen glare for a longer time period. Sudden exposure to computer screen on the exam day will strain your eyes much faster which will directly affect your performance.



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