

**Dear Student,**

At the outset, let me congratulate you for being a KVIAN. I know you are an intelligent and hardworking student, always making improvisations and ready to learn new things. Now that you have come to Class X/XII level, there is no doubt that this achievement is testimony to the fact that you have concentrated on your studies, obeyed your teacher's & parents' commands, studied hard and practised harder.

It is a well-known fact that success in examinations depends upon your performance during the three hours of examination in the Examination Hall. While knowledge, understanding and memory play a very crucial role, presentation skills is the most significant deciding factor. But almost every student finds it very difficult to keep the content of all the chapters of all the subjects in ready to use memory up to the examination period. It is, therefore, suggested to review your study habits. The secret of memory lies in frequency of revision. Now the question is how to increase the frequency of revision? Here are some tips for increasing the frequency of revision so as to ensure that everything which is required to be in your active memory remains for a considerable time period:

- 1. Making Notes:** Your first job should be to concisely assimilate all the information pertaining to one chapter. For this you should take a long size copy and make notes on one page or utmost two pages. The notes should be only points which should cover all the main ideas of the chapter along with their sub-ideas.. You can read the note a few times till you are in a position to recall the details under each point or sub-point.
- 2. Testing and Understanding:** After making note you should try to choose any point or sub-point on random basis and attempt to make a detailed write up without consulting any tips book or note books. For the rest you can make an oral exercise while making attempts to have detailed amplification on each of the point or sub-point of the notes.
- 3. Concept Notes:** Concept note or mind map will help you increase the frequency of your revision. A mind map is a miniature expression of the whole chapter in any form e.g. diagram, flow chart, main points, formulae, acronym, sketch or picture. The test of a good mind map is very simple – It must make the contents of the whole chapter clear in your mind just after one glimpse of the mind map.

The above three steps will help you master the contents. The first and second steps must be over by the end of November. The third step will continue up to examination.

But as I mentioned earlier only mastery over the content will not ensure high scores in the examination. The event of examination tests your ability to express in written form in three hours. It tests our knowledge, no doubt, but also evaluates our ability to understand the questions quickly, write the answers as per the requirement of the marking scheme, in legible hand-writing and with impressive presentation style. It also puts our time management, selection of questions on test. You cannot succeed unless your progress is exactly matching with the requirement of the event. In short many rounds of rehearsal are required for good performance on stage. A few strategies for content and examination management are enclosed for reference and implementation.

I would also like to add, that every student needs to identify her/his own style of learning. This is possible only when you are exposed to various ways of studying and reinforcement. The above techniques may help you only when you understand them and apply the same in your day to day learning habits.

I am very much confident that you will leave no stone unturned in order to achieve the goals you have set for the ensuing examination and beyond.

With best wishes.

**(U.N. Khaware)**  
**Additional Commissioner (Acad.)**

## **STRATEGIES FOR CONTENT AND EXAMINATION MANAGEMENT**

### **A. KNOWING THE CONTENT:**

1. Know the chapters to be covered and the weightage for each chapter.
2. Know the Question Paper pattern along with weightage for various types of questions viz. VSA, SA, LA type questions.
3. Learn the content mostly by understanding and relating to other relevant concepts/subjects/practical examples.
4. Learn the formulae and definitions by understanding as well as rote memory method.
5. Derivations and problem solving can be remembered fresh for a long time only when practiced by writing over and again. Writing once is said to be equivalent to reading 13 times!
6. Important diagrams must be practiced by drawing and labelling.
7. Even long answers can be learnt by dividing them into relevant points and then writing them in exam in continuous text.
8. Make your own notes in simple language in a way you can understand and remember.
9. Test yourself by simple and short duration tests to find whether you remember the formulae, definitions, derivations, explanations and applications.
10. You can highlight/underline important points while learning the content.
11. You can try to remember or ponder over the contents learnt already, during the free time or while engaged in other activities which do not demand much of mental attention.
12. You can discuss/teach what you have learnt with/to the peer group. This practice makes the memory deeper since it demands for effective recalling of knowledge. The more you share, the more you remember.
13. Have a time table for self-study at home. More time is to be allotted for the subjects which require deep and concentrated study. Certain subjects have to be studied daily while a few require only 2-3 days in a week. Combination of tough and easy subjects in a day will keep you away from getting bored or tired.
14. Write important formulae subject-wise/chapter-wise and display them in your study room in prominent places and make a habit of glancing at them whenever possible.
15. Wherever necessary, you can learn through readily available PPTs and video lectures. 3-D diagrams and animations will be of great help to understand the concepts. But precaution must be taken not to spend more time on these materials and not to get distracted.

16. As far as possible, you can get into the habit of going early to bed and study in early hours of the day because mind will be very fresh after a good sleep. Studying for one hour in the early morning is equivalent to 4 hours of study in the late night.
17. There is nothing wrong in watching TV/browsing net, etc for a very limited time in a day, but prolonged usage of these media will not only make you lazy but also will make you tired. Rather, you can play a game/sport of your choice for a little time with your friends to relax your body and mind.

#### **B. IMPROVING WRITING ABILITY IN EXAM:**

1. Fast and legible handwriting is essential for exam. You need not worry about beauty of your handwriting at this stage but it must be legible enough for the examiners to read and understand what you write. This can be mastered only when practiced throughout the year.
2. Practice at home/school should match the real event which is test/exam at school/Board level.
3. Write as many dummy tests/exams as possible at home apart from the ones administered in the school.
4. Till the syllabus is completed, you can write and practice chapter-wise tests with a schedule of one subject in a day.
5. When the syllabus is completed, you can divide it into 2 or 3 equal parts in such a way that a few easy and a few tough chapters are combined and you can write 3-hour exam in that selected portion.
6. Sample Question papers which are available from various sources along with study material provided in the school will be of great help for self-administered tests/exams.
7. You can practice 3-hour exam by randomly selecting previous years' question papers from CBSE.
8. The more you are exposed to the questions asked in previous CBSE exam papers, you are more likely to encounter in real exam. You will, therefore, gain more confidence in the exam hall.
9. Always try to stick to time schedule of tests/exams.
10. You should know and restrict to the word-limit of VSA/SA/LA type questions. Otherwise, you may tend to write too much for VSA and very little for LA type questions. (Answer management)
11. Draw diagrams neatly with pencil wherever necessary and label them properly. Do not draw the diagrams in ink at all. The labels/symbols used in describing (construction/working, etc.) should match with those used in the diagrams.

12. You must finish writing the answers little earlier than the time allotted so that you will have some time for revision and correction, if needed. In the last few minutes when you go through the answers in a relaxed mood, you may remember the forgotten points/answers in a flash.
13. Try to write the known answers as fast as possible and save time for other answers to think, recollect and write.
14. Wherever required, show the steps especially while deriving or solving numerical problems because marks will be awarded for correct steps even though the final answer may be wrong.
15. Examination system, by and large, attempts to test what you know, only through what you present on the paper. Therefore, you must know how to present and impress upon the examiner by systematic and coherent way of writing the answers. No scribbling here and there on any part of answer sheets. What you know, write it clearly in an unambiguous manner.