

In the name of Allah the most Gracious the ever Merciful.

How to Prepare for Board Exams / Annual Exams

(A) Method of Studying :

1. Preparation of ones own notes. Notes should be in brief, in points and in students own language. After a particular topic or a major section of a lesson has been completed the student should keep the book aside, think about the topic mentally and without seeing the book jot down the points which are important. After this the student should check with the book. If all the important points have not been covered, then points can be added. During revision for exams these notes will be very useful. Not only the outcome but the process of note making too is an educative experience.

2. Finding answers and not seeking them is yet another success formula. Student should try to explore and find the answer himself. When a student is not able to understand a topic or solve a problem first on its own student should try to find the answer or solution for few days, then only seek the help of the teacher. This process is a very good exercise to sharpen your mind.

3. Learning to adjust to time limits in answering question:- Pick up copies of past years question papers. They should solve the question papers by keeping watch in front.

4. Discovering life application of things learnt:- When students learn about a particular principle or phenomenon or anything else, they should always try to find out as to how that is applicable to situation in life, where its application are found,

translate what you learn into its application in life. Once you start doing this you will enjoy learning your lessons. The more you enjoy your lessons the more easily you can concentrate on that topic.

5. Develop the practice of creating your own questions after reading a topic or a paragraph in a topic. This habit of creating your own questions helps you to understand the topic better.

B. Answering Long Answer type questions

1. Identify the question parts by reading the question paper carefully.

2. Calculate the answering time – Suppose there is a question paper of 100 marks and the total time is 3 hours or 180 minutes. In this case leaving say a margin of say 30 minutes for revision 150 minutes are left for writing answers, which would roughly mean one and half minute for each mark. ($150 \text{ minutes}/100 \text{ marks} = 1.50 \text{ minute per mark}$). Time budget should be made like this. Practice this system at home with old Board exam papers.

3. Jot down part wise points – plan the answer – A student could revert to the last paper of the answer script, put a heading “Rough Work” on it and plan the outline of the answer to different parts. Spending part of a valuable time for they will be an

investment promising higher values and should not be treated as waste of time.

4. Write what is asked – giving more than what is required too could be harmful from point of view of obtaining marks.

5. Proper paragraphing is also an essential criterion for getting good marks.

6. In the paragraph the language used should be that of the student himself or herself.

(C) Objective type questions/Multiple choice

1. Student should not waste their time on a question the answer of which they do not know but go on solving question one by one and come back to this left out questions at the end if time is available.

2. Students should not read all the questions of the question paper before starting to solve them as that would mean a drain

in limited time available. (This is only for objective or multiple choice questions and not for essay type questions).

Other important things

1. Study the instructions given in the question paper.
2. Number the question carefully and correctly.
3. Supplementary sheets often get detached. So tie them properly.
4. Check whether all questions have been answered.
5. Answer to each question should start from a fresh paper of answer script.
6. It always pays if the answers are given subtitles corresponding to the requirements of the question.

Short falls in answer of students (Research)

A student should try to avoid these shortfalls by preparing well for their board exams.

1. Low marks in mother tongue – not paying adequate attention to study of mother tongue. It is very often seen that they have prepared only from cheap guides. This is evident from the use of the same language by different students in responding to different questions. The answers also reveal that they have not acquired any ability in writing original language on their own. Sometimes the nature of mistakes too follows the same pattern.

In some case it becomes clear that student has not read the text book even once.

2. Hand writing is not neat.

3. In English :- From the answers written it is quite apparent that the student neither read any supplementary books or even Newspapers in English nor do they see or listen to English News.

4. (a) **Mathematics** :- Unable to do simple calculations in four fundamental rules. (Addition, Subtraction, Multiplication and Division) for this the best way is to go back to previous class textbook, practice from it and become strong in fundamentals.

(b) Students often try to slip steps and in this process commit mistakes.

(c) After solving a question the students do not check or verify the answers which could help them detect their mistakes.

(d) Students waste time on difficult questions which they solve wrongly and in the process are not left with enough time to attempt easier question which they can do correctly.

(e) Before exams – students do not practice adequately in following the correct sequence of operations and therefore end up

with wrong answers and loose marks. Lot of practice is required in mathematics before the exams.

(f) Students often know the formula which they commit to memory but when it comes to using them they are unable to do that.

(g) They should ponder over the wording of the questions before answering them.

(h) Drawing diagram to Scale, graphs – etc. Students find these difficult. They should practice this a lot.

5. **History:-** Students studying history should take up the study of some supplementary books like biographies of historical figures.

6. **Geography:-** (a) Natural geographical phenomenon, relationship between various division of geography, practical geography are beyond capacity of most of the students, because they don't read extra book and magazines.

(b) Geography as it influences man's social and economic life and appreciation of the problem faced by man in hostile geographical condition is something students do not seem to know at all because students don't think deeply while reading their books.

7. **Physics :-** (a) Students are able to produce the examples on the principles of physics given in the books but are not able to give any on their own.

(b) While they can perform experiments quite accurately and appropriately if the apparatus is alright, but are unable to check

the working condition of the apparatus and the equipment or to rectify faults in the apparatus. They should learn this also.

8. **Chemistry:-** (a) Can't illustrate concepts and principles through own examples.

(b) Can't express the same fact in different ways by way of explanation.

(c) Discriminating and classifying facts, substance and concepts. Students find this very difficult. They should concentrate on understanding the principles, concepts and its application.

9. **Biology:-** (a) Find difficulty in illustrating or giving reason for a biological phenomenon.

(b) Unable to identify relationships and discriminate closely related concepts, principles and processes.

(c) Unable to make a hypothesis based on observations or a given data. Students should pay special attention to all these areas so that they are able to understand the topics of their lessons (in all science subjects) and are in a position to apply the principles and concepts learnt.

(F) Improve your memory

1. Make a list of all the items you want to buy in the market. Put the list in your pocket. Go out and buy the items through simple recall, without looking at the list. After you have all the

items in the counter, take out the list and check what you have forgotten.

(G) Observation Power - How to Improve

1. To check your ability of observation, open your fridge or Almirah note all that it contains and close the door – write down the details of all items you saw in the fridge or Almirah. Compare your list with contents. Did you get all the items right?

(H) The SQ3R Formula for effective study.

S - (1) Survey:- Get to know why you need to learn.

Q - (2) Question:- Why do I need to learn it, How can I learn it? Where and when can I get all the information?

R - (3) Read :- Read as much as you can on the subject. The more the better.

R - (4) Recite :- This means repetition, which helps retention of information. It also implies taking notes.

R - (5) Revise :- Periodic revision of a subject helps one learn better.

(I) Concentration

1. In a quite room light a candle and place it a few feet away from you. Sit comfortably. Gaze at candle, count backwards from 100 to 1. If the count breaks start counting from 100 once again. This will teach you to bring your thoughts to one point

and keep them there. This practice will help you to concentrate better when you study.

2. Don't study a subject for more than an hour. If you have to do it, break for a few minutes after completing an hour's study.

3. To improve your concentration you should love books and knowledge. The more thirst you have to acquire deep and vast knowledge the more your concentration will improve.

A 35 minute study guide

Revision

New Study - New topic or a lesson	Break	of what you have studied M y	Revise today's New Study
		W	

0 20 24 30 35

1. First 20 minutes are spent in new learning. (Learning a new topic or a lesson)

2. A short break allows your subconscious mind to consolidate this new learning. (Break of four minute - 20 to 24 minute)

3. You can then spend a couple of minutes revising (a) what you learned new in yesterday's (y) 35 minutes study period. (b) a couple of minutes revising what you learned new in the study period one week (W) ago. (c) And a couple minutes revising what you learned in the study period one month (M) ago.

4. In the last five minutes revise what you learned in the first 20 minutes of today's study period. Thus the first revision occurs about 10 minutes after the end of the learning period. This is

not too soon to revise. This will prevent the first rapid phase of forgetting.

5. By following the formula everyday for every subject you are

- (1) Studying a new topic
- (2) Revising a topic which you studied yesterday.
- (3) Revising a topic which you studied last week.
- (4) Revising a topic which you studied last month.
- (5) Revising a topic which you studied today.

(K) Revision Method before exams - Revise in three stages.

1. Start with last exam paper first – go back in reverse order of exam papers – finish the cycle of this revision at least 20 days before the starting of the final exam.

2. Then start in order of papers (first paper first - then in order of exam). Finish this revision at least 5 days before the starting of first exam.

3. Then five days before exam revise the first paper.

(L) Personal Diary

1. Note down all Huzur's instructions given to students.

2. Maintain personal diary – student's diary – Note down all the points will help you as a student in preparing for your studies or exams.

3. Introspect yourself with your diary. Check how much you practice what you have written in the diary.

4. Also write down how you spend your time – morning to night.

(M) Personal Dictionary of subjects For

(a) Important Word of every lesson of all subjects.

(b) Concepts – Rules & Laws

(c) Formulas

(1) Keep noting down the above for each subject – refer to it regularly – This give you strong foundation in subjects.

(2) If you have this then you can use in future to revise the subjects in a better way.

(3) In the above dictionary whenever you write or note down – put the date also so that you can revise what you did yesterday, a week ago and one month ago. Using this dictionary or diary by using the method given above (Refer to A 35 minute study guide)

(N) Wisdom is the Lost Property of Belivers :-

A successful student is one who keeps the above instruction of Holy Prophet Muhammad(saw) always in front of him and visits libraries and utilises all educational sources available to make their foundation strong in their subjects, learn ways and methods to improve study skills and examination skills.