

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

## **Study and Excel in Exams**

### **(A) How not to kill a child's interest in Studies**

(1) It involves two aspects - how to create interest and how not to kill a child's interest in studies.

(2) If you don't study, you will fail and your whole life will be spoiled what will you do. Who will give you a job? Fear about school and study is instilled in the young minds. Elders should avoid such statements.

(3) This fear of failure might propel the tougher souls to work harder, it discourage a majority of students who require patient, understanding and encouraging people around to be a part of the rat race.

(4) Parents often criticize them and rarely appreciate even when the children deserve appreciation. This not only results in discouragement but also develops dislike for studies and the school. You don't pay attention to your study, you are always watching TV, you remain out of house and roam with your friends throughout the day. The child feels that parents always think against him and do not love him when such statements are made.

(5) Elders should understand and appreciate children's difficulties. Maybe ought to sincerely wish to help them come out of difficulties. Nothing is understood without sympathy. Logic is a big persuasive force. A sympathetic, unprejudiced and logical approach is needed than a biased or critical approach towards

younger generation.

(6) Comparison never helps try to give them peace of mind so that they are in a position to prepare properly. What is important is that they do their best and this is what really matters.

(7) One needs to understand that every child is an individual with its own identity, has its own capability, likes and dislikes. Some people create problems because of wrong attitude towards children. Elders over enthusiasm too proves harmful to children.

(8) Never feel short or be miser in showering your admiration for any good thing done by your child. Even if the child fails to be successful, his or her very attempt needs to be encouraged. It is the effort that needs to be appreciated not always the results. Children are often repeatedly told to study. This sort of nagging always has a negative impact. In this sense, the child should not be interrupted when it is engrossed in doing something, be at playing or talking to friends. It should be allowed to complete its activity, then suitable advice with care can be given.

(9) It kills a child's interest in studies, if parents/teachers fail to answer its innumerable questions. One should have sympathetic attitude to a child's inquisitiveness, discouragement, on the other hand, makes the child hesitant and it begins to remain subdued. He is scared to approach his parents/teachers even for problems related to his studies. It may be too late to put things back to order to rectify what went wrong if we do not have an open attitude to listen to children.

(10) To understand a child's heart elders have to exercise patience, rather supreme patience while interacting with the child.

(11) When parents and teachers fail to answer the child's how

c'nd why we take a face saving route. Right approach is to accept our inability to answer and try explore the answer together. This gives opportunity to learn as well as encourage students to examine the issues critically, they can discuss question among themselves.

(12) In order to create an atmosphere in the classroom that is congenial to asking questions without fear, teachers must welcome questions. Even if they may not be intelligent question, Never laugh at them. This is necessary to make studies learning oriented rather than marks oriented. This will also develop a habit of rightful enquiry throughout there lives.

**(B) How to create a child's interest in studies.**

(13) A child naturally wants to share its experience at school with his parents. Let the child never feel that you are not interested in its conversation. A child needs to be appreciated even in its small triumphs. To help them do well in school we have to keep them happy and relaxed. Pay visit to school, talk to teachers, participate in parent teachers meet and school functions, keep in touch with class teacher to know the child's problem in studies etc.

(14) To study one needs to concentrate and to concentrate one needs peace of mind. It comes from the relationship and understanding among people staying in the house, particularly parents.

(15) To assess a child's progress in studies and to know its areas of strength and weakness, parents need to monitor the child's work regularly. The best way is to let the child complete the work on its own; you check the diary and their notebooks to see if it

has completed the given assignments for day. If not then try to find out the cause and solve its problem.

(16) The basic skills that need to be developed in a child are the skills to read, write and assimilate what it reads and to write well.

(17) Encouragement not only adds to the child's capability to perform well but also boosts his confidence. Appreciation and encouragement of work done and progress made shown by parents helps the child.

(18) When a child fails in a subject ask the child to devote one extra hour for that subject, explain chapter by chapter to the child, give books to prepare notes, teach the child how to concentrate, understand and learn things.

(19) If you want your child to be consistent, be consistent in helping them. Try to help the child whenever he approaches you with any problem. Do not avoid him by asking him to get his doubt cleared from his teacher or make any other excuse. If you are not familiar with the particular subject you can still help your child and learn together.

(20) In order to enable the child to take interest in studies and concentrate when he is studying, it is a prerequisite that child's mind is free from worry, anxiety, pressure, any kind of tension or burden. Listening to a child enables the child to do his work in a normal, happy and peaceful atmosphere.

(21) Reading is necessary to make studies interesting. Text-books are generally read under pressure from parents, teachers or fear of exams. They read it without understanding the meaning. The value of understanding a lesson and finding relationship

between concepts are not stressed. School children frequently read textbooks but don't pay attention to the matter and thus do not develop an interest and naturally are unable to absorb anything.

(22) Just rushing through the chapter to finish the syllabus without least considering whether students absorb the idea or not, is the major reason behind cramming-the enemy of studies, create such an environment in the classroom and also in homes as makes the students feel no pressure or burden in their brains. This is very essential for inculcating interest in studies.

(23) Creatively means to introduce a concept or a product which did not exist earlier. It helps us to concentrate, to think, to analyze and understand before we introduce an improvement with the help of our creative talent. Teachers and parents can promote creatively by asking and exploring question in an interesting way. A lot is taught, yet a little is learned. "Learning to learn" should be the goal.

(24) Use of attractive teaching aids, including toys is helpful in creating and maintaining the child's interest in studies. Learning by doing through blocks, picture, cartoons, aquarium, puppets are some of teaching aids. Blocks can be used to make aero planes, cart, train etc - It helps a child to unite physical and mental development. Excursions - helps to know about nature-first hand and this develop the power of observation and enquiring in children. Parents and teachers should actively involve children to learn things by doing and by observation.

### **(B) How to concentrate**

(1) You cannot concentrate on studies, if you are not inter-

ested in what you are reading or what you are being taught by your teacher.

(2) Relax by being peaceful with yourself.

(3) Don't be panicky when you fail or get low marks. Patience and planning your studies helps to relieve tension.

(4) Fix up your time for study at home which does not clash with any of your other activity like play time or helping your mother at home. Make a study timetable for studies at home like you have school timetable.

(5) Have a planned program of study with a specific target to finish a particular chapter in a given time but do not fix impractical targets.

(6) Take short breaks in between to feel fresh. Read or study for sometime then shift to another activity which is less taxing.

(7) Concentration needs a clear mind. When we start thinking or dreaming about other things while reading or listening to a lecture we loose concentration.

(8) While studying avoid sitting near a window or in a balcony. If something is constantly interrupting your thoughts, stop for a moment and jot it down and look at it later.

(9) Make it clear to your friend, relative, family members that you are not to be distributed during study hours unless there is an emergency.

(10) To get rid of tiredness and boredom wash your face with fresh water and take a walk.

(11) Have a goal for everyday. This will motivate you to con-

concentrate better.

(12) Get up at a fixed time and go to bed at a fixed time. Study at a fixed time and in a fixed place.

(13) Glance through questions at the end of chapter first, look at all diagram, graphs, charts, drawing, pictures given in the text book. Take information from it, underline or highlight the main points in the text, use a dictionary to get to know the meanings of words you don't know; Make notes; mark the important points and topic you want to ask the teacher to explain.

(14) Try to revise the notes as soon as possible after the class.

(15) Reading faster improves understanding and concentration- mind gets enough work- does not have time to wander- Mind can process a lot of information per second- It is very powerful.

(16) To concentrate you need a conducive, physical environment. The size of your table, chair, lighting, ventilation etc also helps in concentration.

(17) Make a distinction between what we know and what we don't know. Take help for what we don't know and help others with what we know. This will expand your knowledge and understanding.

(18) Work towards a workable goal, aim for 80% so you get at least 60% and do your best.

(19) You should be in a relaxed mind to concentrate or to recall what you have retained in your memory.

(20) Do revise the topics again and again because lack of rep-

etition is a major cause of forgetting.

(21) Iron helps the brain to concentrate and stops you from getting bored. Sleep is also a must. Sleep a per your age's requirement.

**(D) How to prepare for Exams:**

(1) An examination should be taken as a pleasure and as a challenging experience. Results are far better when one is completely devoted and studies on one's own and not under any pressure from parents or teachers. A student should be encouraged and helped to develop a positive attitude towards examination.

(2) Plan your timetable in such a way that you utilize much of your day time for studies as during day we have more energy. Give more preference and extra time to difficult subjects during study time, sufficient margin should be kept for rest and refreshment.

(3) Knowledge of the syllabus is very important. It helps us where to concentrate more and helps us to plan our study in a better way.

(4) Mere copying is not helpful. One essential trait is to understand what the teacher is saying. Choose the important information from what is being said and note it down. After taking the notes properly, organize your notes in order, adding the relevant information so they can come handy while preparing for exams. Attend classes regularly and taking notes properly will definitely help you to do well in exams.

(5) Try to understand your subjects. If it is a story or a history lesson, then see the sequence of events and recall the lesson



in the same order. Write down the important formula if you have subjects like mathematics, physics, chemistry etc.

(6) Go home and revise. It will hardly take 15-20 minutes. Mark all your difficulties and consult your teacher the next day. Clarify all your doubts.

(7) Take your home work and class tests seriously. This is the best way to revise.

(8) Always revise a simpler or an interesting subject along with the tough one.

(9) Don't study continuously for 5-6 hours. Take suitable breaks. Sleep for at least six hours.

(10) Drink water. Add a spoon of glucose refresh's your brain cells.

(11) Prepare yourself well in advance for exam. One month before exams is never enough.

(12) Finish revising all the subjects at least four days before the first examination. Revise the important concepts-go through the notes.

(13) Analyze your results subject wise for it helps to prepare for the next test in a better way.

(14) How can we expect to get more marks when one goes to the examination hall not fully prepared, by knowing 50% or 70% of syllabus. Revise the whole syllabus.

(15) For revision of lessons first choose a lesson that is tougher and need more attention. Give it through reading. Write down all important points after reading a topic. Write down important points in a simple language.

(16) You may get bored while studying. In that case leave it and take up another subject that is comparatively less difficult or take a short break or even discontinue for the day.

(17) For intellectual development it is essential that reading is efficient. It stimulates our thought process and creativity.

(18) It is a good idea to write down the next day's schedule but make sure it is acted upon. If not, find out why and devise ways not to let it happen in future. In course of time you may have a better grip on time management.

(19) If you write down the jobs you want to accomplish preferably priority-wise, it will save your time. You take care of the seconds, the minutes, hours and days will take care of themselves. In the absence of any planning and regular studies you will land yourself in time crisis.

(20) Self assess your progress periodically and make changes whenever necessary. If you find you are devoting one hour for English but finishing it in 40 minutes, you may spend the 20 minutes you save in the subject which needs more attention.

(21) To be prepared and face exams in a relaxed manner one should learn to make the best use of time.

(22) You have neither time nor reason to read all the material again. Skim and scan to distill the essence and remember the main points. Train the mind to narrate the details to you. Train your eyes to look at what you have understood and highlighted.

(23) The secret of doing well in exams is just a systematic and regular preparation. Be regular in attending school, take notes, and rewrite them by adding necessary information. Study daily according to a schedule, complete your daily assignments, and

revise your lessons before exams. Ask questions while attending classes to clear your doubts and even when the test results are being discussed in the class. During your preparation for exams, if you have been devoting too much time to other things- games, friends, TV etc- make it a point to change your routine and pay more attention to your studies. You will get a lot of time for other things later. Go to the examination hall with a fresh and open mind you will definitely do well.

(24) The secret of success is non-attachment to results; doing your best at the moment and letting the results take care of themselves.

#### **(E) Facing Exams**

(1) Make an exam kit. Keep pens and pencils two or three of each. The book and work book associated with the exams for last minute revision. Take your admit card.

(2) Find your seat and relax while the papers are being circulated. Keep praying, wear loose and comfortable clothes. While looking at the question paper, start from the beginning and go till the end. Start with the first question. Answer the tough question first if you know the answer well and then do the easy ones. Towards the end of time, pressure starts building making it difficult to answer the tough questions. Don't worry about the result just concentrate in the paper.

(3) Your optimistic approach will create confidence in you, your positive attitude will definitely reflect in your answers as well as in your score. If you are praying and have worked hard and prepared well, Insha Allah you will do well in exam.

(4) Learning to write for examination is an extremely im-

portant aspect. One should practice to write what one knows or what one has learnt. More you practice this better will be your answers in the exams.

(5) Examiners expect to the point and correct answers. Write only what is required, no more and no less, this can only be achieved through practice and intensive study. One should resist the temptation to write everything that one knows, as writing beyond limits or more than the required limits does not fetch any extra marks. It may even give an impression to the examiner that you have not understood the question.

(6) Understand the question well. Think before you write, before you attempt an answer to the essay type question. Mentally prepare all the facts, ideas and concepts which should be included in the answer. Work hard in your first paragraph, summarizing and introducing key points to your answers. Only a few teachers are impressed by length. A well-organized, well-constructed, specific answers to a question will always get you a better grade than writing down everything you know.

(7) On getting the question paper read it thoroughly and patiently, else you may miss some vital instruction. Read the paper as a whole before writing any answer.

(8) Read the instruction carefully and mark the question which are specified as compulsory and those which are optional-you have a choice.

(9) On reading the question paper carefully you will know which you can answer confidently. Mark these questions. After doing that give a quick second reading and mark the question priority-wise. While doing this exercise, keep in mind the marks

each question carries. Some question which you can answer only partly or you are not sure about their answers - answer them after you answer confident question.

(10) Arrange your thoughts in mind and then put them on paper. Relax while writing. Before you begin to write the answer to a particular question, make an outline of it in your mind. e.g. social problems in India- break into (1) Introduction-an overview (2) Main social problems in India (3) Impact (4) Conclusion.

(11) Use simple language. Keep your sentence short and to the point. Never be under the impression that the more you write, the higher the marks will be. A good answer always indicates the depth of your knowledge even if it is not lengthy.

(12) Divide your time judiciously so as to write all your answers. Keep some time for making a quick revision to make sure you have not made a mistake.

(13) Check that you have answered the required number of question; you have put correct question numbers for each answer; you have not left any page blank between the first and last paper. If so you can cross it and indicate that the answers continue from the next page.

(14) Keep your writing speed at a level which neither spoils your hand writing nor consumes the entire allotted time on a few questions only.

(15) Give examples, facts etc. give appropriate sub headings.

(16) Keep your answer book as neat and clean as possible. Avoid making frequent cuttings.

(17) Before start your exam - see to it that your desk and

around it contains no objects lying. If you come across anything of this nature immediately bring it to the notice of the invigilator in your room.

(18) Budgeting of time to each answer and to whole paper enables a student to write the answer completely and to revise the answer sheet at the end. Practice this budgeting of time for each answer many times at home. This will help in your exam.

(19) To know how to write, what to write is a must otherwise crucial time is wasted in examination hall thinking how to begin, what to write, where to end the answer. Practice all these before exam at home regularly.

(20) Answers should be clear, should reflect depth of knowledge in few words, legible hand writing, neat presentation, highlighting the main points.

(21) Write answers for question which you know very well and then take up the questions that need time to think.

(22) Illustrate the answer with diagram or drawing whenever required. It must be neat and correct.

(23) Do not change the color of the ink in between while writing your answers.

(24) Make full use of the allotted time. Don't leave hall earlier even if you finished the paper. Use the remaining time in checking your answer paper.

(25) Examiners always prefer those answers which are backed up by concrete reason and justification only the topics of relevance should be included and that too in a logical sequence.

(26) Keep 15 minutes for revision, check punctuations spell-

ings, Mathematics paper require sufficient revision time.

(27) Revise whatever you have written. It helps a lot.

(28) You can also write the important points in each answer in a rough sheet (or the answer sheet itself) before attempting the question, if it is permitted.

(29) Take each examination as if it is merely a simple test of your preparation.

(30) Students should not try the numerical first if they are not feeling fresh. First finish theoretical then do numericals in papers which have both.

(31) Don't be any kind of pressure while writing your exams. Keep praying and have a positive attitude.

(32) Try to relax the night before the examination. Sleep well; do not stay up late night before the exam day, which means revision should start for exam very much earlier not in last day or just during exam time.

#### **(F) Anxiety and fear of exams - How to avoid them**

(1) Parents/teachers should urge children to do better than the previous time, thus setting for them a goal that is achievable and is unlikely to generate anxiety.

(2) Apart from being well prepared (start studying from the beginning of the session) the only answer to pre-exam anxiety is exposure to the situation which helps the child get over the phobia. Worrying cannot change the consequences, just relax and make the best of the situation and the time available.

(3) Focus your mind on one thing, to the exclusion of every-

thing else.

(4) Self evaluate how you spend your day time. One has to plan the timetable for each day in advance and follow it with self-discipline.

(5) Try looking upon exams as an opportunity that has been given to show what you can achieve and to develop your skills in meeting challenges in life. Have this positive approach

(6) What most children need are not bribes but reassurances that they will still be loved, valued and looked after whether they fail or succeed with a condition that they try their best.

(7) Keep your dinner light before the night before the examination. Sound sleep is another essential ingredient.

(8) Relax yourself just before you see the question paper and keep praying.

(9) Read the question paper slowly. Don't rush through it.

(10) Start answering the paper with the question you can answer best.

**(G) Role of Parents:-**

(1) Education of child involves parents, teachers and the child lapse on the part of any of them affects the child's performance.

(2) The over whelming factor which affects the results of a child in school is the involvements of its parents.

(3) Basic study techniques such as reading and assimilating what he has read and to write well, needs to be developed in students. These study skills are interrelated and improving one



improves the other. Parents should help in this.

(4) Parents have to devote time to make children understand the lessons and clear their doubts.

(5) Student has to be taught to make use of audio and visual aids if available. This can make the learning process easy and result-oriented.

(6) Studying with the child, guiding, identifying and then solving these problems is what really counts. Helping attitude is necessary to ensure that children do develop the habit of studying.

(7) Children are extremely sensitive and want all their physical or emotional needs to be fulfilled. Parents should devote time to their children with love and positive encouragement.

**(H) Dos and don'ts for parents.**

(1) Praise him for the very effort he did.

(2) Don't create fear in the mind of child.

(3) Be generous in praising the child.

(4) Use positive suggestion instead of just saying "No".

(5) If the parent has an interesting style of motivating and is a good friend of his children there are less chances of problem and disturbances occurring in home for studies.

**(I) Teachers Role in Teaching.**

(1) Teachers are like diamond cutters. With their skill they can make a child who is completely raw when he comes to them,

a complete human being by ensuring his all round development.

(2) Give right direction to its emotions. A child's emotions have a lot to do with his taking interest in studies and his performance in exams. Unless his emotions are first identified and then given a positive direction, he cannot study properly. If the child is worried, jealous or suffer from anxiety- teacher should help to get rid of these emotions by engaging in useful activities like excursion, sports, extra curricular activities, competition in studies.

(3) A teacher has to involve student in exercising and sharpening their mental ability through discussion and citing example. This will lead them not to depend entirely in memory or cramming.

(4) It is absolutely essential for a teacher to encourage students to form such a relationship with him or her that will enable them to interact freely. This gives a feeling of security to them. When we act in an authoritative manner and dictate terms to our children it insist in them a sense of fear and hinders free communication.

(5) Teacher should operate on a level which is not higher than that of his students. Else it will lead only to confusion.

(6) The teacher should give lot of importance to the psychology of children and teach and treat children keeping this in mind.

#### **(J) Teaching with enthusiasm and interest**

(1) Far from being a communicator of information or facts to students a teacher has to be enthusiastic and full of interest while teaching his subject. This enthusiasm has a magical impact on

them. If there is no joy, if there is no excitement in teaching, the student hardly gets involved. It may so happen that the teachers' enthusiasm gets dampened with the passage of time and it vanishes. Therefore, there is need to continually self review himself/herself by reading, interaction and research.

(2) It is further helpful and encouraging for students. If a teacher is confident about performance of his students. Keeping this in view, a teacher should never underestimate a students potential.

(3) A teacher who is in the very beginning successful in inculcating in a child love for school, respect for teachers and interest in studies, completes a major part of his/her responsibility.

(4) The biggest challenge before a teacher is that he or she has to deal with heterogeneous group with different level of intelligence at the same time in a class room in the same period. Students in a class may be classified as intelligent or above average, below average or weak. Teachers can counter the challenge by following the steps mentioned below:-

(a) Get familiar with profiles of students.

(b) Establish rapport with all students and their parents individually.

(c) Do not always teach from text book.

(d) While dealing with students of different types. Never compare students with one another but take care of and give them what they need.

(e) Improving language skill of children by making them take part in extra curricular activities like debates, speech com-

petition. It builds confidence in them as also improve their language skills.

(5) Teacher should remove fear of Mathematics. If from the very beginning they explain the subject in such a way that it become easy and enjoyable, children would take spontaneous interest. Teachers should explain the logic behind the way a problem is solved. Once concepts are made clear the subject should become easy.

(6) Mathematics needs lot of practice. Both parents and teachers should encourage children to have more practice. When student finds it difficult they loose interest and devote less time. Teachers should keep an eye on such trends and not let children lag behind.

(7) The following should be made the core of primary stage curriculum by each school in mathematics.

- (a) Reading and writing of numbers in figure and words.
- (b) Carrying out correctly the four basic arithmetical operations.
- (c) Ability to solve verbal problem (mental mathematics) involving elementary computation.
- (d) Facility in using measure with their units for handling physical quantities like length, mass, time, money, area and volume.
- (e) Ability to classify objects by geometrical shapes.
- (f) Ability to measure length, volume, mass, time and of counting money consisting of currency notes and coins of dif-

ferent denomination.

(g) If language skills and mathematical skills are developed properly in the primary education stage this will act as a strong base to perform better in all other subjects including science and social science subjects.

**(K) Parents, teachers and students- Team Work.**

(1) Parents hardly have any time nowadays and teachers are time bound to complete the excessive syllabus. Teachers, parents and students need to coordinate and work as a single link through proper interaction with each other. One major factor affecting a child's studies is that very few students nowadays have reading habits and lot of effort in this direction have to be made.

(2) Reading habits should be developed in a child from the very beginning. Library plays a vital role, as a well maintained library in school and at home with good books can attract students towards reading and also increase their interest in books. By using library, teachers and parents can make their tasks more effective and interesting. Teaching should not be restricted merely to imparting information through lectures. It has to be made interesting and attractive. Learning is a combined effort where parents, teachers and students should understand their responsibilities and live up to them.

(3) Children at school should be taught to understand "what is taught" and "how to make notes". They should be taught how to write rather than simply copy notes. The emphasis should be on making the child understand rather than simply mug up and reproduce in exams.

(4) A child needs to be regular in studies, complete his daily

assignment in order to prepare and do well in exams. Parents need to devote time towards children by keeping watch on the activities and helping them wherever needed.

(5) Parents should cooperate with the school authorities and have faith in teachers. A healthy relationship between parents and teachers makes the learning process for the child less complicated.

(6) A child needs to be made aware of the relevance of education in life from the very beginning so that he grows up with a liking toward studies. Teachers and parents should periodically update themselves so that they can acquire themselves with the correct information and method of teaching and the trend of education in India and world.

(7) A child's mind is like a blank sheet of paper on which parents and teachers can write anything. A child only reproduces what he is taught from the very beginning.

(8) One area where teachers unconsciously ignore while taking classes is that they pay more attention to students sitting in the front benches whereas a teacher should treat all the students equally in respect of eye contact, communication of words and paying attention so that no student in the class feels he is being ignored. This is an important psychological point.

(9) It is absolutely essential for a teacher to win the confidence of his students. A teacher has to encourage them to interact fearlessly to ask questions and to get doubts cleared.

(10) For effective teaching, it is essential for teachers to prepare adequately before taking class. There is need to regularly

update their knowledge of their respective subjects.

(11) Students have to be genuinely interested in studies. Without genuine interest towards acquiring knowledge a student cannot progress. This atmosphere of having a deep desire to seek knowledge continuously has to be created at home by parents and at school by teachers. This thirst to acquire vast and deep knowledge helps students to overcome all difficulties and obstacles in the path of acquiring knowledge.

**(L) Most Important Formulae For Success, Inshallah**

Regular prayers to Allah, hard work with proper planning, proper use of time, writing regular letters to Khalifa-e-Waqt for prayers, listening and learning from Khalifa-e-Waqt are the most important

