

**GOVT. OF NCT OF DELHI: DIRECTORATE OF EDUCATION
EXAMINATION CELL, ROOM NO. 222-A
OLD SECRETARIAT, DELHI-110054**

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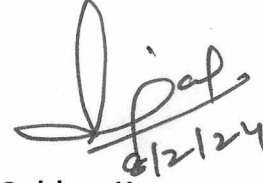
CIRCULAR

Sub.: General and Subject specific strategies for Students Appearing in Board Examination-2024.

To assist students of classes X and XII in their preparation for Board Examination 2024, commencing from 15.02.2024, Core Academic Unit, Exam Branch, along with Subject Experts from the schools of DoE, has developed valuable tips to extend moral and educational support for students.

All the Heads of Schools are hereby directed to download the tips (Annexures - I, II, and III) and share them with all the concerned subject teachers. Students should be familiarized with these 'Subject-Specific Strategies' during morning assemblies, and the same should be displayed on School Notice Boards for easy access.

This issues with the approval of the Competent Authority.



**Sanjay Subhas Kumar
DDE (Exam)**

Enclosures:

- ANNEXURE -I (Common Examination Tips/Guidelines)
- ANNEXURE -II (Subject Specific Examination Tips- Class X).
- ANNEXURE-III (Subject Specific Examination Tips - Class XII)

All Heads of Govt. and Govt. Aided Schools through DEL.E

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1. PA to Director (Education)
2. All RDEs/DDEs (District & Zone) through DEL E
3. OS (IT) to get it placed on DEL E
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**Parvinder Kumar
OSD (CAU)**

Annexure I

**COMMON EXAMINATION TIPS/GUIDELINES FOR BOARD
EXAMINATION 2023-2024****CLASSES X & XII**

The following tips may help the students in scoring better:

Strategies to Follow before Examination:**1. Practice**

- Be familiar with the question paper design of CBSE.
- Devote plenty of time for practising the questions.
- Plan practice sessions with short intermediate breaks.
- Focus on the examples and exercises given in the textbooks particularly the highlighted portions of the NCERT textbooks.
- Practice the Sample Papers/ Practice Papers and fix the target to complete it within the time limit.
- Try to attempt Sample Papers/ Practice Papers/ Previous Year Question Papers of at least two subjects in a day.
- Refer to Comprehensive Assessment Feedback (Class X) available on the website of DoE for scoring better.

2. Revision with Proper Time Management

- Prepare a time table for each subject and work on it sincerely, especially for subjects with less number of preparatory holidays.
- Display your time schedule and daily targets.
- Practice through worksheets, mind maps /concept maps from the scoring chapters.
- Revise the chapter wise bullet notes given in the support material and class notes.
- Devote extra time on focused areas and 'must to do topics' in the syllabus.
- Sufficient time should be devoted to self-study.



- Students can opt for Peer Learning for concept clarity.
- Strategize your revision: Revise the topics which you find simple first, then gradually move to moderate and difficult ones.

3. Strategy to Attempt Long Answer Type Questions:

- While learning long answers, break down the long text into simple paragraphs and bullet points and revise.
- Use flow charts, pictorial representations and abbreviated forms to comprehend the difficult topics.

4. Strategy to Attempt Objective Type Questions/ MCQs:

- Read all the questions and options carefully before answering
- Be extra vigilant to write correct serial number of question while answering.
- Follow the method of elimination, if in doubt about the correct answer.
- Spend not more than approximately 2 minutes per question and write only the answer in the answer sheet.

5. Balanced Diet and Lifestyle Tips:

- Eat home cooked nutritious meals. Drink enough water. Sleep well before the exam.
- Remember to exercise and practice mindfulness after long and tiring practice sessions. A relaxed mind can solve questions faster and accurately.
- Take regular breaks.

6. Preparation for the Day:

- Make sure to carry everything required for the examination: Admit Card, School Identity Card, blue pen and stationery permissible for Board Examination.
- Be confident and positive; in case of stress, take a break and relax.



REMEMBER THESE POINTS WHILE ATTEMPTING THE QUESTION PAPER

1. Filling of Roll No. in Answer Sheet:

- Fill the Roll No carefully as per the instructions and do not use correction fluid/tape.

2. Use the First 15 Minutes Effectively:

- As per CBSE, 15 minutes will be given to students only to read the question paper. Read all the questions and instructions carefully.

3. Keep an Eye on Your Watch:

- Divide the three hours according to the sections and check time regularly.
- Ensure speed and accuracy.
- Complete the question paper in time.

4. Prioritize Your Attempt:

- Always attempt the easy questions first and then move on to the manageable ones.
- Ensure that you complete the questions you are confident about before taking on the doubtful ones.

5. Select Your Options Wisely:

- Make sure to attempt all the questions and its parts.
- In certain questions you will be provided with internal choices/options. Do not hurry. Choose your option carefully.

6. Use Simple Language:

- Write within the word limit. Use to the point and easy to understand language, quote examples and draw diagrams wherever required.
- Mention the question number and the part number correctly.
- Don't forget to write SI Units/other units wherever required.



37/c

- Understand the language of the question before you start writing.

7. **Legible Handwriting:**

- Write in legible handwriting with proper margins. Avoid cutting, overwriting and using correction fluid.
- Use pencil and scale to draw the figures.

8. **Revise Your Answers:**

- Ensure that all the additional sheets, maps, graphs etc. are properly tied in a sequence.
- Keep 10 minutes to revise your answers.



SUBJECT SPECIFIC EXAMINATION TIPS – CLASS X**Social Science**

- ✓ As the number of questions is 37 this year so prioritize your attempt in reading time.
- ✓ Attempt first 20 Multiple Choice Questions at one place.
- ✓ For Assertion and Reason based questions read the two statements independently and look if both of them are correct or not. If both of them are correct then analyse if absence or presence of reason statement make an impact on the assertion sentence. If Yes - then correct explanation and if No - not a correct explanation.
- ✓ For picture based questions go through the pictures and cartoons given in NCERT text books (especially in Political Science and History).
- ✓ Attempt 2, 3 marks and 5 marks questions highlighting the key points and important point of your answer.
- ✓ Use mind map, flow charts and other such visuals to substantiate your answer wherever possible.
- ✓ Practice the Map questions regularly instead of just taking a quick look.
- ✓ Fill the map and attach it with the answer book carefully.
- ✓ Do not attempt any extra question especially questions of internal choice.
- ✓ For Source base Questions answer may not be directly from the passage so a thorough reading of textbook will be required.
- ✓ Practice Data interpretation based questions thoroughly from the textbook.
- ✓ Answer the question of comparison or distinguish in a tabular form (if possible) and answer Long answer type question in headings.



Mathematics

- Revise the suggestive **MUST TO DO TOPICS**.
- Write all the formulas which you have learnt and applied during practice, on a paper and should read them once a day till the day of Board Exam.
- Read the question paper during the reading time thoroughly and prioritize your attempt.
Round one: Attempt those questions in which you are sure of getting right answers.
Round two: Attempt those questions in which you are not very sure of getting right answers.
Round three: Those questions about which you do not know anything and you just want to try them.
- Draw graphs and figures neatly, wherever necessary.
- While attempting questions of geometry based on theorems/application of theorems, write – Given; To Prove; Construction (if needed) and Proof of Theorem.
- In order to do well in Mathematics you need to read the question, understand it thoroughly, and then apply the method/theorem/formula as required.
- There are 20 questions of 01 mark. Adhere to time limit and answer these questions in minimum numbers of steps preferably in one step only.
- Do the rough work in a margin.
- Do enough written practice to understand the concepts/methods and do not cram a night before exam.
- Be familiar with the question paper design. Put extra effort in chapters that have higher weightage.
- Practice the sample papers provided by CBSE and Practice Papers provided by DoE.
- Revise the formulae thoroughly. Do proper revision before and enter the examination hall with an air of confidence.
- Be neat and accurate in your exam, always look at what is asked in the question and also the number of marks allocated to it. Devote the time accordingly.
- Revise the answer sheet before submission.



Science

- Give sufficient writing practice to your notes and important questions.
- Go through all the activities thoroughly (Ch-1, 2, 3, 4, 10 & 13 specifically).
- For practicing the chapter keep the weightage of the unit in mind as mentioned in the syllabus.
- Practice the labeled diagrams of the related chapters.
- Use pencil for the diagrams in the answers sheets.
- Read as many questions as possible to understand the language of the questions.
- Read the MCQ questions carefully before answering them.
- In case based questions, do not search answer in the paragraph. The paragraph is given to set context or to use data from it (if any).
- Answer the questions by keeping in mind the allotted weightage of the questions. In two marks question try to write two value points and in the three marks question write three value point.
- Attempt all questions, do not leave any question unattempted.
- For ray diagram at least draw principal axis and type of mirror or lens given in the question. Any ray diagram can be drawn by taking one incident ray parallel to the principal axis and 2nd any other.
- Give sufficient practice to draw ray diagrams for image formation by mirror and lens.
- Attempt the question paper as per your strength and preferably in section wise order.



English

After an overview of the rationalized curriculum which describes the deleted syllabus and also the new Exam pattern, following may be focused upon.

From the Examination point of view it is observed that from the Text Book FIRST FLIGHT and FOOTPRINTS WITHOUT FEET, short answer and Long answer type of competency based questions to assess interpretation, inference, extrapolation beyond the text and across the texts are mostly included.

IMPORTANT TIPS:

➤ Reading Section

This section evaluates the reading and comprehension skills of the students and their ability to analyse, infer (information/meanings) and evaluate the given information. Practice with the help of passages from the Practice Papers. Include very short answer type questions and give tips on how to write briefly. Instructions to be given to not produce a chunk/exact line as transcribed from the passage without evidence of structure or semblance of coherent thought, in an attempt to pass off as a response. Stress on the language of the question and familiarize students with terms like - same as, synonymous to, an antonym of, the opposite of, to enable them to judge the question and answer correctly.

Practice Skimming and Scanning of Unseen passages in class. This is a scoring section if students understand the language of the question.

➤ Grammar:

Competency based questions following the CBSE pattern about Tenses, Articles, Determiners, Modals, Correct form of the Verb and Reported speech must be revised repeatedly. For Editing Question it must be remembered that Editing is incomplete if either aspect (identification or rectification) is missing. Ample practice for Editing questions must be provided. Competency Based Practice Questions must be done in the classroom for thorough understanding of the competency based questions.

➤ Writing Section:

Employ formats for all the writing tasks in the syllabus. A comprehensive discussion of current affairs and socially relevant topics is important. Writing section may be inspired from the lessons in the text book. Letter Writing and Analytical Paragraphs writing on suggested topics must be practiced.



➤ **LITERATURE : (FIRST FLIGHT & FOOTPRINTS WITHOUT FEET)**

- **Short Answer Type Questions** : A thorough reading and understanding of the Lessons to be able to attempt questions related to theme and character sketches. A thorough understanding of the poems and a clear idea of the central theme.
- **Long Answer Type Questions** : Mainly theme related questions. Interconnected questions from different chapters with similar themes can be asked. To be able to present well developed and justified arguments/evidence for the characters. Carefully structured content with a beginning, middle and end with highly relevant ideas presented cohesively.

➤ **Instructions to be given to students:**

- Convey the idea/s convincingly using appropriate language
- Organize the content and structure the idea logically, sequentially and cohesively
- Use a range of vocabulary and sentence structure appropriate to the content and context
- Use of functional language to show comparison, contrast, emphasis; conclusion etc.



Hindi

- परीक्षा में जाने से पूर्व स्वयं को शांत रखें, स्वयं पर आत्मविश्वास रखें।
- प्रश्नपत्र मिलने से पूर्व ही उत्तर-पुस्तिका की औपचारिकताएँ पूर्ण कर लें।
- प्रश्नपत्र मिलने के बाद प्रश्नों को ध्यानपूर्वक पढ़ें और उसके निर्देशों को समझने का प्रयास करें।
- अधिक भारांक वाले प्रश्नों को प्राथमिकता दें, जैसे निबंध, पत्र आदि।
- निबंध के प्रश्नों को हल करते समय उसके संकेत बिन्दुओं का ध्यान रखें और लेखन में प्रत्येक संकेत बिंदु को पैराग्राफ रूप अवश्य शामिल करें।
- पत्र लेखन में अवश्य ध्यान रखें कि पत्र किसके द्वारा और किसे लिखा जाना है। औपचारिक और अनौपचारिक पत्र के प्रारूप का विशेष ध्यान रखें।
- अपठित गद्यांश, अपठित पद्यांश के प्रश्नों को सावधानीपूर्वक हल करें, गद्यांश अथवा पद्यांश को कम से कम दो बार अवश्य पढ़ें तथा पूछे गए प्रश्नों को समझकर ही सही विकल्प का चयन करें।
- पद्यांश के प्रश्नों का उत्तर लिखते समय हुबहू काव्य-पंक्तियाँ न लिखें, उसका उत्तर प्रश्न के अनुसार अपने शब्दों में लिखने का प्रयास करें।
- विज्ञापन, संवाद-लेखन, स्ववृत्त, ई-मेल लिखने के क्रम में प्रारूप, मौलिकता और कुछ नयापन रखने का प्रयास करें।
- सभी प्रश्नों को हल करते समय शब्द-सीमा का ध्यान रखें, प्रश्नों के उत्तर में अनावश्यक विस्तार से बचें, सिर्फ उतना ही लिखें जितना पूछा गया है।
- उत्तर प्रश्नों के भारांक के अनुसार लिखें, जैसे 2 अंक के प्रश्न को हल करते समय कम से कम 2 मूल्य-बिंदु अवश्य लिखें।
- वर्तनीगत अशुद्धियों से बचें, मानक भाषा का प्रयोग करें।
- उत्तर-पुस्तिका में स्वच्छ और सुन्दर रूप से लिखने का प्रयास करें।
- दो उत्तरों के मध्य एक या दो पंक्ति का स्थान अवश्य छोड़ें।
- समय-प्रबंधन का विशेष ध्यान रखें।

Sanskrit

- अपठित गद्यांश को 2 से 3 बार पढ़कर तथा निर्देशानुसार उत्तर संक्षिप्त एवं सरल भाषा में दें। गद्यांश का शीर्षक पाठ से सम्बंधित एवं अत्यंत संक्षिप्त लिखें।
- पत्र लेखन के प्रारूप के अनुसार उत्तर लेखन का अभ्यास करें।
- रिक्तस्थान पूर्ति के सम्बन्ध में विशेष सावधानी बरतें तथा मञ्जूषा से चयनित शब्दों की वाक्य में सार्थकता की जांच अवश्य करें। सभी रिक्तस्थानों की पूर्ति उचित शब्दों को सुनिश्चित करके ही उत्तर पुस्तिका में उत्तर लिखें।
- व्याकरणगत अशुद्धियों से बचें एवं सरल भाषा का प्रयोग करें। वाक्य में कर्ता और क्रिया के पुरुष, वचन और लिंग आदि की दृष्टि से संगति का ध्यान रखें। इसी तरह विशेषण और विशेष्य के लिंग, वचन और विभक्ति भी समान होनी चाहिए।
- संस्कृत साहित्य परिचय के महत्वपूर्ण प्रश्नों की लघुटिप्पणी, नोट्स इत्यादि बनाकर परीक्षा में तैयारी करें। विभाग के द्वारा अनुमोदित संस्कृत के अभ्यास पत्रों का अभ्यास करें।
- उत्तर सटीक एवं तथ्यपूर्ण होना चाहिए। प्रश्नों के उत्तर अपनी भाषा शैली में लिखें पुस्तकीय भाषा का यथावत अनुकरण आवश्यक नहीं है।



Punjabi

1. ਸਿਲੇਬਸ ਵਿੱਚ ਦਿੱਤੇ ਪਾਠਾਂ ਨੂੰ ਧਿਆਨ ਨਾਲ ਪੜ੍ਹ ਕੇ ਦੁਹਰਾਈ ਕਰਕੇ ਉਹਨਾਂ ਦਾ ਕੇਂਦਰੀ ਭਾਵ/ਸਾਰ, ਪਾਤਰਾਂ, ਘਟਨਾਵਾਂ ਬਾਰੇ ਕੁਝ ਸਤਰਾਂ ਵਿੱਚ ਲਿਖ ਕੇ ਰੱਖੋ।
2. ਲਿਖਤੀ ਅਭਿਆਸ ਜ਼ਿਆਦਾ ਤੋਂ ਜ਼ਿਆਦਾ ਕਰੋ। ਪਾਠਾਂ ਦੇ ਲੇਖਕਾਂ ਦਾ ਨਾਂ ਵੀ ਯਾਦ ਕਰੋ।
3. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਨੂੰ ਅਤੇ ਉਸ ਵਿੱਚ ਦਿੱਤੀਆਂ ਹਿਦਾਇਤਾਂ ਨੂੰ ਧਿਆਨ ਨਾਲ ਪੜ੍ਹੋ।
4. ਅਣਡਿੱਠਾ ਪੈਰਾ ਦੇ-ਤਿੰਨ ਵਾਰ ਪੜ੍ਹੋ ਤੇ ਪ੍ਰਸ਼ਨਾਂ ਨੂੰ ਧਿਆਨ ਨਾਲ ਸਮਝ ਕੇ ਉੱਤਰ ਲਿਖੋ। ਅਣਡਿੱਠੀ ਕਾਵਿ ਟੁਕੜੀ ਦੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਆਪਣੇ ਸ਼ਬਦਾਂ ਵਿੱਚ ਲਿਖੋ।
5. ਬਹੁਵਿਕਲਪੀ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਲਿਖਦੇ ਸਮੇਂ ਵਿਕਲਪ ਨੰਬਰ ਦੇ ਨਾਲ-ਨਾਲ ਸਹੀ ਉੱਤਰ ਵੀ ਲਿਖੋ।
6. ਲੇਖ/ਪੱਤਰ ਦੇ ਫੋਰਮੈਟ ਦਾ ਅਭਿਆਸ ਕਰੋ।
7. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦਾ ਪ੍ਰਸ਼ਨ ਕ੍ਰਮ, ਅੰਕ ਵੰਡ, ਨਿਰਧਾਰਿਤ ਭਾਗਾਂ, ਨਿਰਧਾਰਿਤ ਸ਼ਬਦ ਸੀਮਾ ਤੇ ਨਿਰਧਾਰਿਤ ਸਮਾਂ ਸੀਮਾ ਦਾ ਵਿਸ਼ੇਸ਼ ਧਿਆਨ ਰੱਖੋ।
8. ਵਾਧੂ ਪ੍ਰਸ਼ਨ ਹਲ ਕਰਨ ਦੀ ਬਜਾਏ ਨਿਯਤ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਹੀ ਧਿਆਨਪੂਰਵਕ ਲਿਖਣ ਦੀ ਕੋਸ਼ਿਸ਼ ਕਰੋ।
9. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਹਲ ਕਰਨ ਤੋਂ ਬਾਅਦ ਇੱਕ ਵਾਰ ਉੱਤਰ ਸ਼ੀਟ ਨੂੰ ਧਿਆਨ ਨਾਲ ਜਾਚਿਆ ਜਾਵੇ ਕਿ ਸਾਰੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਲਿਖ ਲਏ ਗਏ ਹਨ ਅਤੇ ਉਹਨਾਂ ਦਾ ਸਹੀ ਕ੍ਰਮ ਲਿਖਿਆ ਗਿਆ ਹੈ।
10. ਅਭਿਆਸ ਪੱਤਰ/ਨਮੂਨੇ ਦੇ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਨੂੰ ਨਿਯਤ ਸਮੇਂ ਅਨੁਸਾਰ ਖੁਦ ਪੂਰਾ ਹਲ ਕਰਨ ਦਾ ਅਭਿਆਸ ਜਰੂਰ ਕਰੋ।

Urdu

- سوال نامہ کو دھیان سے دیکھیں اور اس میں کی گئی تبدیلیوں پر خاص توجہ دیں۔ (پری بورڈ کے سوال نامہ کو دیکھیں)
- درسی اور غیر درسی اقتباس کو کم سے کم دو بار ضرور پڑھیں اور ہدایت کے مطابق آسان زبان میں جواب دیں۔ درسی شعری اقتباس کے سوالوں کا جواب لکھتے وقت ہو بہو شعر نہ لکھیں بلکہ جواب سوال کے مطابق اپنے لفظوں میں لکھنے کی کوشش کریں۔
- زیادہ نمبر والے سوالوں کو ترجیح دیں، جیسے مضمون، درخواست / خط۔ مضمون لکھتے وقت الفاظ کی حد کا خیال رکھیں اور درخواست / خط لکھتے وقت اس کو خاکے کے مطابق ضرور لکھیں۔
- درسی کتاب سے متعلق اسباق اور مصنفین کے نام کو اچھی طرح یاد کر لیں، سوالوں کا جواب لکھتے وقت الفاظ کی حد کا بھی خیال رکھیں تاکہ سبھی سوالوں کا جواب لکھنے کا وقت مل جائے۔
- قواعد کی غلطیوں سے بچیں اور آسان زبان کا استعمال کریں، نصاب میں دی گئی قواعد کی مشق کریں۔
- سوالوں کے جواب سادہ اور سلیس زبان میں لکھیں، درسی کتاب کی زبان لکھنا ضروری نہیں ہے۔



SUBJECT SPECIFIC EXAMINATION TIPS – CLASS XII

“A student’s behaviour during the exam is likely to influence his or her exam result.”

Mathematics

Breakdown the preparation process into parts -

1. Identify The Key Topics Which Are Scoring.

2. Prioritise the mathematic syllabus based on importance and level of difficulty.

Follow 4 Ps during the exam.

(a)Preparation (b)Planning (c)Precision (d)Presentation

3. Surround Yourself With Positivity.

4. See setbacks as learning opportunities.

5. Say No To Distractions.

6. Use Mind Maps to memorise maths concepts.

7. Learn By Teaching-For example, filming a short tutorial on “how to solve integration problems” can give the student the opportunity to explain their methods and reinforce their understanding in the process. One of the best ways to learn is by teaching someone else!

8. Prepare a Maths Exam Timetable -Once you know the math content that will be tested, planning a timetable and guidelines for getting through the material is best. This means picking out chunks of material that you need to revise (e.g., Relations and functions – Monday 2 pm, Algebra Friday 4 pm) and scheduling them in order of most-to-least complex topics. Assign a reasonable amount for each subject area and aim to stick to that time limit throughout your preparation period.

9. Make a list of important questions from every chapter and practise them.

10. Make Use of Test -Taking Strategies, take timed maths test.

11. See the sample copies of cbse papers uploaded on CBSE site. Practise the questions in which you had committed mistakes in Mid Term and Pre Board Exams.

12. During Maths Exam Don’t look Around-“It is important to resist distraction as it leads to ineffective behaviours during an exam”.

13. Budget Your Time -before the start of your paper familiarise yourself with structure and composition of paper. Strategise how much time should be allocated to each section.

14. After getting question paper in exam think about how to apply what you know? Decide on the order to answer maths exam questions.

15. Pacing Yourself Well-It is important to pace yourself during the paper and leave enough time to check your answer at the end. Don't waste too much time on one question -move on and you can always return to it if you have extra time.

See the sample copies of Mathematics papers uploaded on CBSE site to have an idea how to attempt Maths paper? Practise the questions in which you had committed mistakes in Mid Term and Pre Board Exams.



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English

Section A (Reading Skills):

1. Skimming and Scanning Technique:

- Read comprehension passages using skimming and scanning to grasp the main theme quickly.
- Underline main points while reading to aid in answering questions.

2. Note Making:

- Use short phrases rather than complete sentences for note-making.
- Focus on key information and central ideas during the note-making process.

3. Summary Writing:

- Avoid copying lines directly from the passage for the summary.
- Rewrite in your own words, emphasizing the main points and central ideas.

Section B (Creative Writing Skills):

1. Complete Format:

- Ensure you follow the complete and correct format for writing tasks.
- Pay attention to the structure of different writing styles like Notice/Invitation/Letter/Article/Report.

2. Paragraph Structure:

- Include at least three paragraphs in long writing tasks like Letter/Article/Report
- Divide your response into introduction, details, and suggestions/conclusion to enhance coherence.
- Adhere to word limits ie 120-150 words

3. Writing in a Box:

- Prefer using a box in short writing tasks like Notice/Invitation.
- Maintain clarity and organization within the designated space.
- Adhere to word limits ie 50 words

Section C (Literature):

1. Thorough Preparation:

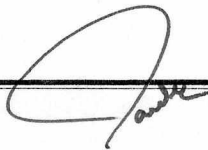
- Carefully read all chapters and become well-versed with the central idea.
- Memorize character sketches and understand the significance of the title.
- Use flow charts, diagrams, mind maps and practice papers to prepare lessons.

2. Poem Extracts:

- Avoid the practice of copying lines directly from the extract as answers.
- Remember the name of the poem, the poet, and identify poetic devices used.

Hindi

- परीक्षा में जाने से पूर्व स्वयं को शांत रखें, स्वयं पर आत्मविश्वास रखें।
- प्रश्नपत्र मिलने से पूर्व ही उत्तर-पुस्तिका की औपचारिकताएं पूर्ण कर लें।
- प्रश्नपत्र मिलने के बाद प्रश्नों को ध्यानपूर्वक पढ़ें और उसके निर्देशों को समझने का प्रयास करें।
- खंड 'अ' में बहुविकल्पी प्रश्न तथा खंड 'ब' में वर्णनात्मक प्रश्न होते हैं। आप अपनी सुविधा के अनुसार किसी भी खंड से शुरुआत कर सकते हैं किंतु प्रयास करें कि जिस भी खंड से शुरुआत करें उस खंड के सभी प्रश्नों को हल करें।
- अधिक भारांक वाले प्रश्नों को प्राथमिकता दें, जैसे रचनात्मक लेखन, गद्य और पद्य पाठों की सप्रसंग व्याख्या आदि।
- रचनात्मक लेखन में नवीनता, मौलिकता और रचनात्मकता के साथ भाषा शैली का ध्यान रखें।
- सप्रसंग व्याख्या में सबसे पहले संदर्भ अर्थात् वह गद्यांश/पद्यांश कहाँ से लिया गया है, उस पाठ के लेखक कौन हैं? आदि को लिखें। फिर प्रसंग अर्थात् पूर्वापर घटना का उल्लेख करें, इसके बाद गद्यांश/पद्यांश की व्याख्या करें और अंत में विशेष अर्थात् भाषा, अलंकार अथवा किसी महत्वपूर्ण तथ्य का उल्लेख करें।
- अपठित गद्यांश, अपठित पद्यांश के प्रश्नों को सावधानीपूर्वक हल करें, गद्यांश अथवा पद्यांश को कम से कम दो बार अवश्य पढ़ें तथा पूछे गए प्रश्नों को समझकर ही उसके विकल्पों का चयन करें।
- दक्षता आधारित या कथन और कारण वाले प्रश्नों को बहुत ध्यानपूर्वक पढ़ें तथा सबसे पहले गलत विकल्पों को पहचान कर सही विकल्प तक पहुँचने का प्रयास करें।
- सभी प्रश्नों को हल करते समय शब्द-सीमा का ध्यान रखें। प्रश्नों के उत्तर में अनावश्यक विस्तार से बचें, सिर्फ उतना ही लिखें जितना पूछा गया है।
- उत्तर प्रश्नों के भारांक के अनुसार लिखें, जैसे 3 अंक के प्रश्न को हल करते समय कम से कम 3 मूल्य-बिंदु अवश्य लिखें।
- वर्तनीगत अशुद्धियों से बचें, भाषा का विशेष ध्यान रखें।
- उत्तर-पुस्तिका में स्वच्छ और सुन्दर रूप से लिखने का प्रयास करें।
- दो उत्तरों के मध्य एक या दो पंक्ति का स्थान अवश्य छोड़ें।
- समय-प्रबंधन का विशेष ध्यान रखें।



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History

- Use mind map, time lines to understand concepts
- Try to substantiate the answer with flow chart/mind map/ example / diagram wherever possible
- Go through the pictures given in NCERT books for picture based questions
- Use Mnemonics to remember long points
- Practice map from the list provided alongwith syllabus, as it is very scoring.
- Focus on Important Topics
- Prioritize Time
- Revise Using Short Notes
- Practice Long Answer Questions
- Understand Marking Scheme:
- Solve Sample Papers and Previous Years' Papers
- Use Diagrams and Maps
- Memorize Dates and Events
- Practice Time Management
- Stay Calm and Positive



Accountancy

- Special Attention should be given while making formats of Journal/Ledger/Balance Sheet or any other statement and do not forget to write Dr., Cr., Particulars, Narrations (in Journal entries) and sign of new Indian rupee symbol wherever needed.
- The solutions must be backed by precise working notes wheresoever's needed/asked.
- Since CBSE gives marks according to steps, even if you don't arrive at the final solution there is no need to panic. Even if the answer is wrong, but steps preceding it are right, you will be awarded some marks.
- Accountancy requires more practice; therefore one must solve as many questions as they can. Also, don't restrict the reference textbooks and make sure to solve previous year board question papers, CBSE sample papers and practice papers provided by DOE according to new suggested question paper design.
- Special emphasis should be given on Competency based questions including Assertion and Reason based questions, Statement based questions and Case based questions on the following Topics- Fundamentals of partnership (Past adjustments and Guarantee), Admission of a Partner (Capital Adjustment), Retirement of a Partner (Capital adjustment), Dissolution (Journal entries), Issue of shares(forfeiture and reissue with pro rata), Issue of Debentures (issue of debentures with term of redemption), items to be shown in the balance sheet under different heads and sub heads, Comparative and Common size statements, Ratio Analysis(Short term and long term solvency ratios) and Cash flow statement.



Business Studies

- For the tricky case study based questions, students are advised to go through the question at least twice. Read the case study provided carefully and mark out the important points.
- Write your answers in points and use illustrations like charts, graphs and cartoon wherever needed.
- Outline short notes to revise the lessons before the examination. Every time, ending the text books can be oppressive so begin preparing short notes which can assist the students to revise the entire syllabus in less time.
- Don't restrict the reference textbooks and make sure to solve previous year board question papers, CBSE sample papers and practice papers provided by DOE according to new suggested question paper design.
- Special emphasis should be given on the Competency based questions including Assertion and Reason based questions, Statement based questions, Pictorial Questions and Case based questions on the following Topics-Coordination, Fayol's and Taylor's Principles of Management, Dimensions of Business Environment, Types of Plans, Organizational Structure, Delegation and Decentralization, Recruitment and Selection, Leadership, Motivation and Communication. Financial Decisions, Money Market and Capital Market, SEBI, Marketing Mix, Physical Distribution, Public Relation, Rights and Responsibilities of Consumers and Redressal machinery.



Economics

- Economics is considered to be one of the highest scoring subjects and an aggregate puller in the board exams for Commerce and Humanities stream students.
- A sound understanding of the concepts is essential and students can write answers in their own words. Understand what the question requires and answer accordingly.
- Go through the whole syllabus, especially for Indian economics, and sort topics according to their weightage.
- Aggregate demand and supply is a vast chapter, and you will find a ton of important questions there. Practise a variety of sums for National Income with different components.
- It is very important that you make and study from your own handwritten .
- Analyse the pattern of the question paper and make you familiar with the language of the question.
- Underline the keywords wherever possible; this makes it easier for the examiner to skim through the answer sheet. Add diagrams and graphs (macroeconomics) wherever possible. It often helps you check your own answer.
- Focus on understanding a country's income. Learn about its calculation methodologies.
- Understand the pivotal role of money in an economy. Get to know the nuances of the banking system.
- Comprehend how both influence the larger economic framework. Aim to grasp how employment levels are set.

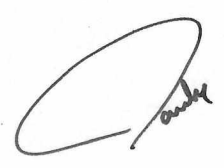


- Explore the dynamics of income levels and their determinants.
- Delve into the government's budgeting process.
- Learn about its influence on economic stability and growth.
- Focus on understanding the nature of international transactions.
- Realize the implications these transactions have on the national and global economy.
- Analyze India's journey post-independence and study the sweeping economic reforms post-1991 and their lasting impact

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Physics

- Keep in mind fundamental laws always prevail and never violate in any concept/topic.
- Mark an arrow on ray diagrams and make proper scale graphs.
- Students must practice to solve Multiple choice questions, Assertion reasoning questions, short & long answer questions and case study questions.
- The student must understand and learn derivations of each chapter. Do sufficient written practice of Derivations.
 - Practice numerical given in the exercises as well as solved numerical.
- Practice previous year CBSE Question Papers.
- Make a chapter wise list of formulae, units, dimensions, important diagrams and graphs. Revise the formulae of the whole syllabus once in a day.
- Key points in answers may be underlined.
- Answers should be to the point and precise with the key words and always remember to write answers with S.I unit at the end of numerical.



Sociology

- Go through both versions of paper to better comprehend questions.
- Answer according to the weightage of marks. In short questions be very precise. In long questions write headings and sub - headings.
- Use pictographs, graphs, tables etc. to write your answer wherever required.
- Use proper terminology for facts instead of writing general terms.

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Political Science

1. Attempt all questions.
2. Read the questions properly and understand them well before answering.
3. Adhere to word limits and marks indicated.
4. Attempt all parts and subparts of the question.
5. Answer Objective type questions/MCQs in one word or one sentence along with option number.
6. Write answers of 4 marks theory questions in four-five points.
7. Write 6 marks questions in three to four headings or in 6-7 points.
8. Attempt any one part of the question in option based questions. Extra attempt is a waste.
9. Marking states how many parts of the question need to be answered e.g. if $2+2=4$ is written meaning two parts are there and each is of 2 marks. If it is $3 \times 1 = 3$ means three parts/points of one mark each.
10. In statements questions prove or explain the statement in a proper way.
11. In paragraph or competency based questions answer may be of understanding of the concept and from upper and lower parts of the paragraph.
12. Do not attempt the questions belonging to visually impaired students in cartoon and map based questions if you do not fall in this category.
13. In map question do not fill the map but make a box as per the given format in the question paper and write answers in it only.



Geography

1. Focused reading of NCERT books so that correct answers of MCQs could be given easily, special attention should be given on diagrams, maps, figures, tables, box information etc.
2. Diagrams, flow charts may be used to support your long answers as such practice could make answers more impressive.
3. Answer of evaluative questions should be given with appropriate reasons so that essential aspects could be reflected/highlighted.
4. Answer of analytical type questions should be with causes, diagnostic approaches and consequences.
5. Wherever the question is asked with example(s), example(s) must be given.
6. No answers should be given partly or in scattered pattern. Write at one place in sequence.
7. Revision of map units based on both books should be on regular basis with the help of books and Atlas.
8. Filled maps should be tied in the middle of answer sheet properly.



Chemistry (Class-12th)

- Learn chemical equations in the form of flow-chart especially in organic chemistry for organic conversions.
- Learn d- block (characteristic properties, preparation and reactions of $K_2Cr_2O_7$ and $KMnO_4$) and f- block (lanthanoid contraction, oxidation states and ionization enthalpy)
- For Biomolecules, learn definitions with examples, reactions of D-Glucose, structures of proteins and denaturation of proteins, DNA and RNA, deficiency diseases of vitamins.
- For physical chemistry chapter (Solutions, Electrochemistry and Chemical Kinetics), learn important formulae for solving numerical problems. First write correct formula and then solve the numericals.
- Reaction mechanism must be thoroughly revised i.e. S_N1 , S_N2 , β -elimination, nucleophilic addition of carbonyl compounds, hydration and dehydration of alcohol etc.
- Practice distinguishing tests (Lucas' test, $NaHCO_3$ test, 2,4-DNP test, Tollens' test, Fehling's test, Iodoform test, Carbylamine test, Hinsberg test, azo dye test)
- Learn 'name reactions' from NCERT book.
- For coordination compounds, practice nomenclature, prepare a chart of isomerism, attempt questions from Werner's theory, VBT and CFT.
- Focus on specific important topics instead of covering all chapter.



Biology

- Prepare for exam according to time available and the weightage of the Unit.

Unit	Title	Marks
VI	Reproduction	16
VII	Genetics and Evolution	20
VIII	Biology and Human Welfare	12
IX	Biotechnology and its Applications	12
X	Ecology and Environment	10
	Total	70

- Make flow charts or mind maps for revision of answers or concepts.
- Learn by sufficient written practice for better understanding.
- Practice diagrams and be thorough with important terminology.
- Give specific emphasis to Genetics, Evolution and Reproduction along with other chapters.
- Give sufficient practice to assertion reasoning based questions.
- Draw diagram wherever possible for 3 and 5 marks questions.
- Write to the point answer by using proper scientific terminology and give pictorial illustration wherever possible.
- Emphasize value points in each question according to the weightage of the question e.g write one value point for one mark or $\frac{1}{2}$ mark, means if a question is of 3 marks and demands 6 value points as per the information in the text book, then consider $\frac{1}{2}$ mark of each value point.



Physical Education

- Know your syllabus well
- Study latest class 12 sample question paper and marking scheme
- Practice CBSE sample papers and mock test
- Practice MCQs and short answer types.
- Practice important topics such as yoga, Fixtures, etc as they are important from exam point of view.
- Practice DOE Practice Papers.
- Do enough writing practice
- Do multiple revisions
- Understand the marking scheme
- Practice Time Management

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