Journal Paper:

Do:

* Make up your mind about the layout of your work (stories)
* Write a very detail outline of the paper
* Discuss the past and present scenario and how your work is novel
* Provide sufficient supporting arguments to reinforce your findings
* Have someone else to read the paper before you turn it in
* Use active voice
* Use consistent tense
* Read all the relevant papers

Don’t:

* Don’t use first person pronouns (“I”,” We”, “me”)
* Don’t misinterpret yourself
* Don’t lengthen your paper unnecessarily
* Don’t add new information in conclusion

Oral Exam

Do

* Start as early as possible to prepare (3 weeks or 1 month depending on your graphs on course work)
* Make a schedule for all the subjects you are going to prepare
* Prepare in two rounds
  + First: build the overall ideas of each subjects
  + Second: prepare in depth than first round
* Listen the questions very carefully before you answer because most of the time students misinterpret the question. It not wrong to ask to repeat the questions
* Try to be figurative while answering the questions, it helps a lot to describe and make the committee members understand
* Don’t give an answer to the questions that you are not asked for
* Speak loud and clear

Don’t

* Don’t start to prepare randomly, it only kills your time
* Don’t spend too much time in few subjects because you won’t get time for other ones
* Don’t assume the question you are asked, just be clear about the question you are going to answer
* Don’t panic or get nervous if you can’t answer the question or don’t know the answer, it okay to say “I don’t know”. Most of the time student tries to answer the question which they don’t know and put themselves into more problems
* Don’t assume that committee members are there to fail you, they are there to access you and help you