

05-03-2021

## Answer writing class

### Important things about Answerwriting -

- ① perception of the question -  
"How well you understand the question".
- ② Memory
- ③ Expression.

Examiner "expectation" should be kept in mind of the bureaucrat.

DO's →

- ① use full words not short form like →  
between → b/w
- ② Outline chart and diagram, and label it and that should be related to questions
- ③ one idea in one paragraph.
- ④ Sentences should be simple.
- ⑤ Bullet point should be simple.
- ⑥ write info. ~~or~~ specific to questions

## Don't's of Answer writing →

- (1) Don't write basic statement.
- (2) Don't repeat the part of questions.
- (3) Don't repeat the statement.
- (4) Don't use offensive statements.

- (a) Religion (b) Region
- (c) Individual (d) ideologies
- (e) caste.

Areas should be avoided.

~~Don't use~~

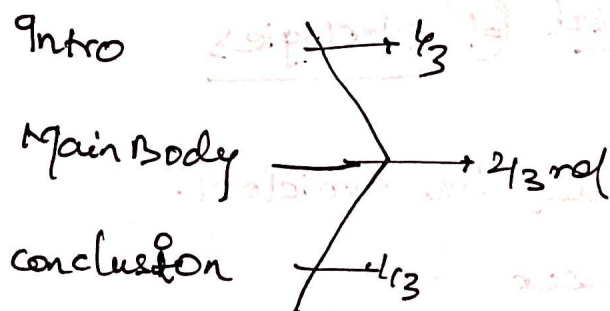
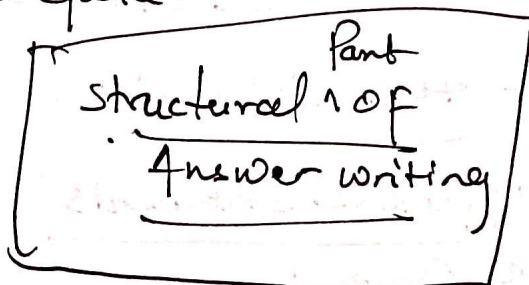
## → DO's of Answer writing →

- (7) write no/one dimensions of each questions.
- (8) structure should be followed.
- (9) Give importance to each questions.  
questions should be solved in limited time.
- (10) write one or two point extra in Your answers



⑪ use "keywords" like development in answers.

⑫ Use data.



- word should be divided evenly.

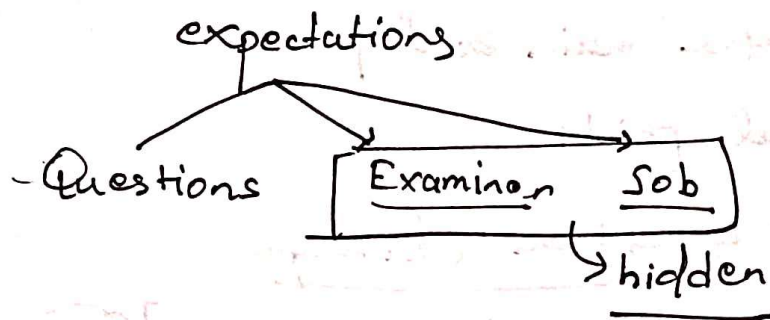
[Intro] you understand the question  
↳ you know the answer

C → context of the question

T → Topic (definition)

P → Purpose

conclusion →



T → Theme (of the questions asked)

T → (Throw) (future hope / optimistic)

C → concern (social concern, ecologic concern, pol. concern)

Tools to practice →

- ① agential answer
- ② write same answer over a period of time (like 15 days).  
Repeat / Read them together.
- ③ follow 1/3rd rule (while reading questions)
- ④ write ~~para~~ introduction in end.

~~meeting~~

meeting the demand of  
questions.



⑤ Write Intro. and conclusion first, then write the main body

⑥ mental points

⑦ 1 to 7 questions challenge

- ① try to complete 7 questions
  - ② balance them quantitatively
  - ③ match the quality of answers.
- 1 hr

⑧ Action - command practice.

⑨ state effects. (write for 3 hour like exam)

Target →

- ① write 500 descriptions of answers
- ② write 1000 mental answers.
- ③ write 300 conclusion and introduction.
- ④ Revise stock (consists of 100 flow chart and diagrams)  
- 500 times

⑤ 200 questions should be done

⑥ 50 sessions of state affects.

### Final points

→ Ask yourself repeatedly the,  
"best you can do".

→ Do more practice.