**18.4 WRITING ANSWERS IN EXAM**

Every year students have to appear in the examination, and the examination brings the stress for some students. The same is the case with board examination. However they might have worked hard and prepared for the exams, still they are likely to feel nervous or worried about remembering the entire course and the correct reply of the entire questions in the exam paper. Students might worry about forgetting something or everything studied so far.

There exists no concrete remedial steps that may nullify the nervousness or stress of exams, however there are few tips and tricks that may reduce or remove the apprehension of forgetting the subject matter.

1. **Different variables**

* Work out what you need to take with you into your exam the night before and have everything ready.

If you feel yourself getting anxious just before your exam then spend some time focusing on your breathing. Breathe in to a count of 3 and then breathe out to a count of 3. Repeat this steadily for a few minutes.

* On exam day, keep away from other people who may be feeling anxious or who may say unhelpful comments that you may feel more anxious.
* Be at the examination hall at least ten minutes before the scheduled exam time.
* When you first sit down to your exam, take time to slow your breathing and relax.
* Read through the exam paper carefully. Underline key words and instructions. Work out how long you will take, for each question or section?

1. **Prioritize and solve the questions that you know**

* There is no need to answer in the same order as have been asked. Try to solve the easiest question you think you remember it.
* It is highly recommended to attempt, first the questions that you know well.
* It will consume the minimum time.
* Doing so, will boost your confidence and will help you utilize your time in thinking answers and attempting questions that you are less confident at.

1. **Write the appropriate answers**

* Do not get enthusiastic and write everything that you know in order to make it look like a lengthy reply.
* Watch out for the wording of questions and make sure that you answer what is being asked.
* Presenting well defined answer to each question is indeed advisable.
* **Use simple and easy language**
* Whatever you write should be clear and easy to understand.
* Explain your ideas in your own way and in your own language rather than follow the language used in NCERT books or other books you study.

1. **Choose the questions cautiously**

* Normally in every paper, choices are usually given.
* Take some time to study and understand every question; make a sketch in mind about what has to be written in answer.

1. **Use passive voice for the fact base answers**

* The key strength of using passive voice in long answers is, it appears more educational.
* Always use passive voice while writing long answers such as historical events or the experiment base answers containing stepwise procedures.
* Strictly avoid the use of abbreviation or short forms for certain words as ‘hav’ for have or ‘shud’ for should.

1. **Attempt all the questions**

* The best thing in CBSE examination is that there is no negative marking for the wrong answers.
* So, attempt all the questions.
* If you are confused about any question, then reconsider answering it by reading the question thoroughly.
* Cautiously reading the question will help you understand the genre of the questions and what it asks.
* If you know the answer, you can write it, if you don’t then make a smart assumption and write it
* Read the instructions carefully about the negative marking before attempting the answer.

1. **Don’t panic**

* There may be some questions, the answers you do not know. Don’t be afraid or get panicked.
* Panic can affect the performance ability of the brain, sometimes making it blank, and you may not be able to answer the question.
* Thus keep calm and try to think wisely so that you can answer all the questions.

1. **Maintain the spaces and be specific**

* Make it sure that each word is properly spaced out or separated.
* Overlapped words are difficult to understand.
* Don’t force too many words in single line.
* Answer each question precisely and write the answer in points.
* Just don’t repeat the same thing in an attempt to make the answer lengthy.

1. **Be presentable**

* An answer sheet with neat, readable handwriting, proper margins and pencil sketched illustrations represents an excellently presented answer sheets.
* Good presentation is one of the key-rule for writing board exams.
* Suppose you know every answer, but if your answer sheet is without margins, subheadings, underline poor handwriting, or blotted answer sheet, will create a bad impression.
* Decoration of answer sheet is not recommended.
* Don’t try to write sub-headings or drawing lines etc in multi-colored ink.
* Just a blue pen is recommended for giving the answers and black pen for writing the headings.
* Only a pencil should be used to draw the margins.

1. **Drawing of a figure/diagram**

* The diagrams, if any, must be properly and neatly drawn.
* Label the required points accurately.
* Uses of different colors make the line of demarcation clear.

1. **Revise and check your answer sheet at the end**

* Revise thoroughly all the answers carefully before handing it to the invigilator.
* Make it sure that no question is being skipped, proper question number is written, check your roll no.
* Rechecking the answer sheet will help to find out little mistakes which can be changed that will prevent the fall in marks.

1. **Take time out**

* Remember when you finish your exam; take time out to relax a bit before you start preparing for the next exam.
* Go for a run or have a chat with a friend.