**18.5 IMPORTANT POINTS TO KEEP IN MIND**

**WHILE WRITING IN BOARD EXAMS.**

**Avoid careless time management**

* After having worked hard for more than a year, you don’t want to ruin that due to careless time management during the exams. Especially for the boards,
* You have to be clear about your tactics to manage time as mostly students tend to lose focus due to pressure of time constraints.
* Chalk down a plan and stick to it. It’s only for a month anyhow.

**Order of attempting the questions**

* As soon as you receive the question paper, the first thing you should do is to go through all the questions once, so that you get a fair idea of difficulty level of the questions.
* It is recommended to attempt easy looking and high scoring questions first as it will save time, fetch more marks and boost the confidence.
* Sometime students tend to do the mistake of leaving the easier questions for the end only to realize later that time is not sufficient to solve all of them and thus they lose easy marks. In any case it should be avoided.

**Do not neglect figures and diagrams**

* In boards answers need to be exhaustive, meaning that everything is to be written about the answer in order to fetch maximum marks.
* You need to do everything that is expected. Although it usually remains unclear what should be the perfect answer,
* Any relevant figure or diagram associated to the answer definitely carries some marks.
* So, during preparations make sure you study all the relevant diagrams with labeling and, if you do not have enough time to answer the question in detail, drawing relevant diagram will definitely fetch you some important marks.

**Don’t include irrelevant points**

* Every answer should be precise
* Adding irrelevant points to an answer just to increase the length of the answer won’t do any good to your marks.
* In fact, many a times, answering more than what is asked will reduce your marks, as it leads the moderator into doubting your ability to understand the question.

**Presentation matters a lot in the board**

* Try to keep your answers neat and without much scribbles as no moderator likes to put effort in trying to find out what is written.
* Maintain an appropriate pace and handwriting throughout the paper.
* A good presentation will certainly cast a good impression on the moderator.
* You may underline the bullet points you wish to make – this saves a lot of moderato’s time.
* There are just few of the points that one should carefully address while writing boards.
* Also, make sure you get enough sleep before each exam and don’t let yourself get too much stressed.
* You can always visit topper in case any other doubts regarding the exam.
* Remember, the ball is still in your court, it is up to you to get the best out of it.