

Golden rules for writing a good answer paper

Dear Students,

As by now you must be preparing for your Final exams, I would like to advise you to use the following 'Golden Rules' while writing your answer papers. These have been mentioned, considering what an Examiner would expect in the answer papers. Also remember that you have to present yourselves through your answer paper, as this is the only way of proving your understanding of the subject.

I'm sure if you follow these rules carefully, it would certainly give a 'Boost' to your marks and that the examiner would be happier in assessing the answer papers.

(Even though you may find them simple, they possess mighty power!!)

The Golden Rules:

- Ü Start from the 'easiest' question first, which will increase your confidence.
- Ü Write Question/sub-question number 'clearly' in the left margin.
- Ü Do not forget to write the 'title' or 'heading' of the question/point/term you are answering. Do not directly start with the answer.
- Ü Try to write with neat & readable handwriting while answering, use good grammar and avoid spelling mistakes.
- Ü Draw figures only by pencil & should be appropriately named.
- Ü Leave ample space to the left and right side of the page for corrections, remarks etc. Drawing lines for left/right margin would be ideal.
- Ü Try to solve all sub-questions to the main question 'together' & avoid scattering them throughout the answer-paper.
- Ü Underline to **highlight** the important statements, words, phrases etc., but also try not to overdo the same.
- Ü Do not use multiple colored ink, keep either blue or black consistently.
- Ü Any rough work should be done on left side of the page & be clearly mentioned.
- Ü Try to separate the long answers into different paragraphs rather than writing into a single large paragraph.
- Ü Writing point-wise/summary-wise is preferred more as it is more readable than the answers written as large paragraphs.

Thanks a lot for your co-operation and wishing you '*all the very best*' for your Final Exams,

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