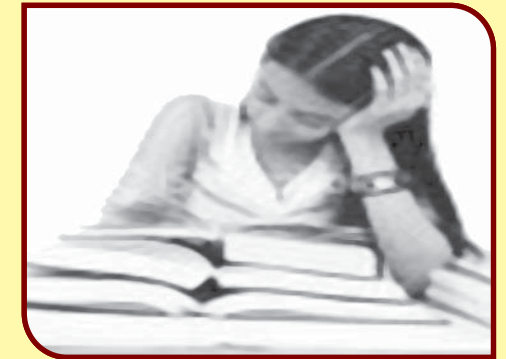


Exam Stress...

A Natural Feeling...

...Let's LEARN to DEAL with it



4 STEPS TO ACCOMPLISHMENT

- Plan purposefully
- Proceed positively
- Prepare prayerfully
- Pursue persistently



- Some tell tale signs of Stress
- Study and Memorization Tips
- Diet, Exercise & Sleep
- FAQs by Parents
- FAQs by Students
- Mantras for your mind, body & soul



“Literature, music and the arts, all are necessary for the development and flowering of a student to form an integrated total personality.”

Rabindranath Tagore

* Achievement seems to be connected with action. Successful men and women keep moving. They make mistakes, but they don't quit.

Conrad Hilton

* You are not here merely to make a living. You are here in order to enable the world to live more amply, with greater vision, with a finer spirit of hope and achievement. You are here to enrich the world, and you impoverish yourself if you forget the errand.

Woodrow Wilson

* Someone has defined genius as intensity of purpose: the ability to do, the patience to wait. . . . Put these together and you have genius, and you have achievement.

Leo J. Muir

Be the Change you wish to see

M.K. Gandhi

OBJECTIVES

- To help examination going students understand stress and anxiety.
- To be aware of the signs of stress that build up during examinations..... naturally..... and learn to deal with it.
- To help parents and guardians facilitate children towards healthy coping and preparation for examinations.

“If men took life less seriously, they could very soon make it more perfect. God never takes his works seriously; therefore one looks out on his wonderful Universe”.

Sri Aurobindo

Exam Stress



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"SUCCESS DOESN'T MEAN
THE ABSENCE OF FAILURES;
IT MEANS THE ATTAINMENT
OF ULTIMATE OBJECTIVES. IT
MEANS WINNING THE WAR,
NOT EVERY BATTLE..."...

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INTRODUCTION

Lets Deal with
the natural feeling of
stress



Life, the most precious gift of god to mankind is the unfolding of new hopes and desires. Each moment weighs heavy with the expectations to achieve. Each day opens with series of challenges. The struggle to succeed with intensity and activity thus forms the very essence of life. As Charles Darwin also suggested that there is a natural process of selection in every field all the time. **Examinations play a important role in the process of selection of people.** As challenges are a part of one's life at different stages, one of the challenges during school years is learning to handle examination pressure. Surveys have shown that large majority of school going students experience tension, worry and stress during examinations. Therefore, **equipping oneself to face these emotions in simple ways is the wisdom to move ahead in life with a healthy competition.**

Doing away with examinations is not a solution to end such tension. **Competition is a part of life and cannot be eliminated.** Although our immediate interest is the formal examinations we encounter in everyday academic and professional life, let us not overlook that in due course everyone realizes that living honourably is also an examination. **Our success depends upon our attitude.** When we are positive and take a positive outlook at what confronts us, we are successful. When we harbour doubts, we buckle. In the same way, it is important that we learn to be positive whenever we are preparing for examinations. To counteract the tension linked with it, the solution lies in developing the correct attitude towards examinations and in understanding how to deal with them more pleasantly. **Our attitude and confidence will take us towards success alongwith our awareness of our own strengths and limitations.**



UNDERSTANDING STRESS

When we say “STRESS”, it means.....

Stress in individuals is defined as any interference that disturbs a person’s healthy mental and physical wellbeing. **It occurs when the body is required to perform beyond its normal range of capabilities.**



Stress statements

- Too much change too quickly can be a cause of stress.
- Stress can be caused by pleasant and unpleasant events.
- The cause of stress may not always be apparent.
- Usually stress is a result build up of ‘related and unrelated events.’
- Often your stress is more apparent to others than to yourself.
- Reactions to stress can be emotional, physical and behavioral.
- There is no magical formula for a stress free life but there are easy techniques for minimizing stress.

The fear factor.....?

Fear springs from ignorance, **fear is a negative response to a problem.** The reason why examination produces so much stress in students is the fear and shame associated with failing or getting low marks. Parents also fix targets for children without being aware of their levels of competence and abilities. Thus, they pass on their anxieties about the expected performance of their children. This further leads the children to fear their ability to rise up to the expectations of parents. Peer pressure is also one of the major factors that adds to this stress.



A Hurdle or Stepping stone.....?

We need to view examinations not as hurdles in life, but as stepping stones to greater progress. **Examinations are stepping stones to rise higher**, just as we do in a staircase, slowly moving towards the top. Some steps are easy to climb. Others are not. However, examinations are crucial since they provide a means to test the level of knowledge attained by a student.

“Luck is what happens when preparation meets opportunity.”

WHAT MAKES ANXIETY HAPPEN?

Because we can't outlaw tests, we might have to figure out how to ease the test anxiety. Anxiety is a feeling a person gets when he or she expects something stressful to happen. Focusing on the bad things that **could** happen can make us feel more worried. A student might think, “What if I forget everything I know?” or “What if the test is too hard?” **Too many thoughts like these don't leave much room in your mind to concentrate on remembering the answers to the test questions.** People with test anxiety can also feel stressed out by the physical reaction and think things like “What if I throw up?” or “Oh no, my hands are shaking.”

These thoughts can get the person even more upset, making the anxiety even stronger. Now, the person feels worse and is even more distracted and unable to concentrate.

WHO GETS TEST ANXIETY?

Anyone can get test anxiety, but someone who really wants to get every answer right might be more prone to feeling this way. Students who worry a lot also might feel anxious at test time. **Perfectionists and worriers** find it hard to accept mistakes they make or to get less than a perfect score. This creates more pressure for them.



WATCH OUT...!! SOME TELL TALE SIGNS OF STRESS..... BUILDING UP !!

“Ragini, 16 year old girl, who although was a good student, stopped studying a month before her examination. Her mother developed severe hysteria about her daughter’s examination. She had fainting spells if she felt her daughter wasn’t studying hard enough. The effect on Ragini was a complete blanking out.”



“Charu is a 16-year-old student of science who has just given her Boards examination. She has always been a rank holder, and sees herself as a motivated, intelligent, hard driver. She is actively involved in extracurricular works such as debating, dramatics, and creative writing. She is all set to top in her class, as well as prepares for various competitive examinations. She thrives on high stress situations, loves meeting deadlines, and taking on new challenges. In simple words, Charu does not see stress as distress.”

“Mridul, 15 year old student confessed that he is very prone to crying and often vomits these days. He has already lost 5 kgs, despite the fact that he is a bright student and has studied hard enough through out the year.”

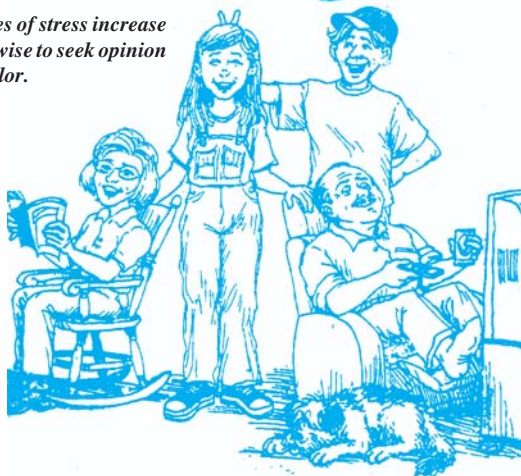
These are case studies of few children highlighting their reactions to examinations. Inner fears and doubts are devastating for children and get expressed through various physical and psychological reactions.



COMMON REACTIONS TO EXAMINATION STRESS

<p>Physical</p> <ul style="list-style-type: none">■ Sleep disturbances■ Changes in appetite■ Cold and other respiratory infections■ Backache, cervical ache■ Headaches and migraine■ Lethargy■ Fast, shallow breathing■ Allergies■ Muscle tension■ Frequent urge to pass urine■ Dizziness■ Nausea■ Indigestion	<p>Psychological / Emotional</p> <ul style="list-style-type: none">■ Anxiety or fearfulness■ Withdrawn or restless■ Low self esteem■ Depression / sadness■ Increased risk of self harm■ Irritability■ Frustration and aggression■ Inability to concentrate■ Unable to relax■ Feeling mentally drained out■ Fussy, gloomy or suspicious■ Being constantly frightened or irritable <p>Behavioural</p> <ul style="list-style-type: none">■ Alcohol abuse■ Smoking / use of tobacco and other drugs■ Abuse of over the counter medications (OTC) (e.g. anti-anxiety, anti-depressant, sleeping pills)■ Eating disorders■ Relationship issues / peer pressure■ Not attending classes■ Procrastination■ Short spans of concentration■ Easily distracted■ Withdrawal
---	---

Please note: If any of the above features of stress increase in intensity and frequency, it would be wise to seek opinion of a medical professional or a counselor.





Few myths

People are born knowing how to study

False: No one is born knowing how to study. Studying is a skill, just like driving a car or cooking a nice dish. Since it is a skill, studying can be learnt. It's not that difficult, either.

By middle school, students know how to study

False: Many middle school students don't know how to study. Since most schools do not have formal examinations during classes I-V, students in middle school find it difficult to approach material. It is important to teach them the strategies for covering larger syllabus.

If you're smart, you don't have to study

False: Intelligence has nothing to do with studying. Everyone has to study. The best way to learn facts, is by going over the material again and again. This means that you become very good at something by studying and practice.

Once you learn something, you don't have to practice it

False: Once you learn something, you do have to practice it. Outstanding athletes, dancers, musicians, doctors and students became experts by practicing. Practice does make perfect! To do well in examinations, you need the desire to do well. You need to work hard. Most of all, you need to study, learn and practice these skills.

STRESS BUILDERS & STRESS BUSTERS

Stress Builder	Stress Buster
I'll never get this assignment on time.	If I stay focused and take one step at a time, I'll make steady progress.
My teacher did not respond to my saying good morning. He's probably displeased with my work, and I'll get a bad evaluation.	I'm jumping to conclusions. My teacher may have been in a bad mood. So far all my evaluations have been positive, so unless I get some negative feedback, I'll assume my teacher is pleased with my work.
I can't forget my mistake on Q10. The paper is ruined. I have disappointed everyone.	No one is perfect. I did my best. I'm over-reacting to one mistake when the overall paper is fine.

"The art of teaching is the art of assisting discovery."

Mark Van Doren



UNDERSTANDING & MANAGING EXAMINATION STRESS





A. HEALTHY LIFESTYLE & LIVING.....

Following a healthy lifestyle is one of the best way to prevent Examination Stress as:

- There exists a **strong relationship** between nutrient intake and the mental state of a person.
- **Stress and anxiety** leads to inadequate and wrong eating habits which disturbs delicate biochemical balances in the body thus causing micronutrient deficiency.
- The right foods can help in your levels of concentration, ensure that you sleep more soundly and lower your **anxiety level**.
- In one of the recent studies conducted by National Institute of Nutrition, Hyderabad, it has been found that good nutrition ensures smooth functioning of the nervous system, which gets strained during examinations and makes children sharper. **The study also points out that proper nutrition helps in managing examination stress and maintains alertness during examinations.**

WHAT TO EAT AND DRINK

- **Well balanced diet**, including health beverages may aid you to beat the examination blues. It boosts memory and improves concentration – all of which are associated with good academic performance.
- Students should **avoid drinks** like tea and coffee which contain caffeine, which according to studies, lessens the process of grasping.
- Instead, go for health **drink fortified** with micronutrients and vitamins, which according to NIN's Study helps relieve examination stress.
- **Appropriate fortified beverages** consumption rich in fibre and micro-nutrients like vitamins and minerals help in giving students that extra edge while preparing for their examinations as they help not only to manage stress but also to improve concentration.
- Foods rich in carbohydrates, proteins, vitamins and minerals should be included in the diet. Ideally, whole grain cereals such as oatmeal containing soluble fibre and beta-glucan, pulses, nuts, milk and milk products, fresh fruits, green leafy vegetables and fortified health drink like Horlicks should be included in a day's diet.
- Eating the wrong kind of food can make you sluggish or lead to infections all of which have a direct impact on their performance.



NUTRITION AND EATING HEALTHY: KEEPS THE BRAIN HEALTHY

Recommended Dietary Allowances

	AGE (years)	ENERGY (kcal/day)	PROTEINS (g/day)
Males	11-14	2,800	45
	15-18	3,000	56
Females	11-14	2,400	46
	15-18	2,100	46

GOOD NUTRITION: IT'S A JUGGLING ACT



Food Pyramid

FOOD FUNDA !!! REVISE IT TOO !!

Nutrients	Examples of food items
Carbohydrates: These are the energy foods and provide energy to carry on daily tasks.	Potatoes, grains, bread, wheat
Proteins: They are required to build and repair the body cells, bones, muscles, organs and blood. Regular intake of protein is required especially during the growing years. Certain foods such as eating dry fruits, almonds are good for brain.	Beans, fish, soy, egg, peanuts, tofu, cashew nuts, almonds, egg yolk, green peas, yoghurt
Fats: A small amount of fat is required in our daily diet. They provides essential fatty acids, helps regulate bodily functions. However, low fat diets are recommended.	Butter, eggs, cheese, nuts, oil
Vitamins and Minerals: They do not provide energy as carbohydrates and fats do. They help the enzymes that release energy from carbohydrates, proteins and fats. Natural foods are best sources for vitamins and minerals.	Spinach, green peas, tomato juice, watermelon, sunflower seeds, lean ham, lean pork chops, soy milk, broccoli, red bell peppers, meat



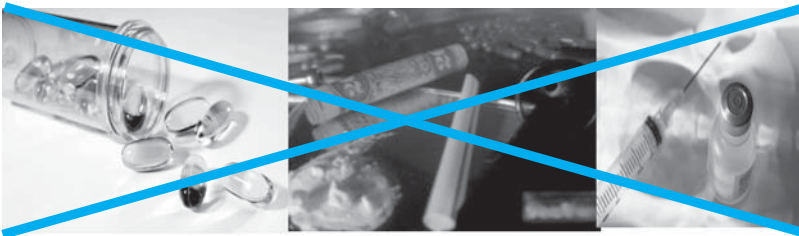
HEALTHY EATING HABITS

Balancing food choices over time is what counts..

- **Breakfast** provides the energy needed through an active morning, skipping breakfast may cause trouble concentrating.
- The golden rule for food safety is to keep **hot foods hot & cold foods cold**.
- Fast foods do not supply good nutrition but if taken in moderation won't ruin a healthful diet, especially when consumed with green salads.
- Replace French fries with an apple.
- **Add roughage to your diet** – Dalia, Corn etc will help prevent stomach discomfort and you will feel lighter.
- **Drink** plenty of water, it keeps the brain hydrated. A hydrated brain can remember more than a dehydrated brain. Of course do not go silly or else you will be spending all your time in the toilet.

Remember, ‘You are what you eat,’ the old saying goes – and it’s true. Food gives you the fuel you need to concentrate, to study and to do your best.

CAN A PERSON IMPROVE HIS MEMORY THROUGH USE OF CERTAIN DRUGS AND MEDICINES?



This is a thought that lures many youngsters. Some pharmaceutical companies are marketing preparations that make such claims. **The truth is that lack of certain nutrients in the food does affect one’s receptivity of knowledge.** A certain amount of tension builds up during the learning process. This tension can be controlled through a positive attitude and the use of mind medications that help users physically and psychologically.



However, rather than rely on drugs, the best option is to ensure a balanced diet with lots of green, leafy vegetables and fruits that supply the necessary vitamins and minerals. When one eats a balanced diet, there is no need for additional supplements.

EXERCISE AND REJUVENATION

Research shows that kids who play sports or who are physically active do better in school. **It is advantageous to do regular exercise** since it makes various organs of the body stronger. Regular exercise makes heart muscles become stronger, digestion becomes efficient and skin also gets a glow since the pores open up.

Consider the exercises that enable you to build skill related and health related fitness. Choose exercises that you enjoy so that you can have fun. If exercising is fun, you'll be more likely to stick with the program for life. If you face any kind of problem in carrying out these activities, consult your health care provider. You can start with :

- Walking or cycling 15 minutes a day at least thrice a week.
- Swimming or playing any sport once a week.
- Going for a jog in the evening for 15 minutes thrice a week.

BARRIERS TO PHYSICAL ACTIVITY

- *Self-efficacy* – ‘I don’t need it’.
- *Preference for indoor activities*: TV electronic games & computer.
- *Low energy level*: ‘Junk food’ slows down desire for physical activity.
- *Low level of Motivation*.
- *Time constraints*.
- *Emphasis on academics* - force to decrease in physical activity.



WHY TO EXERCISE ?



Physical Exercise and Sports help improve general circulation, facilitate increased blood flow to the brain, and are instrumental in raising the levels of norepinephrine and endorphins - all of which may reduce stress, improve mood, induce a calming effect, and perhaps as a result improve achievement.

One should always take a break amidst long hours study and should go for physical activities or exercise in form of sports. However, these breaks should not be too long as they may then affect the tempo of studies. Taking a break and going for physical activities like sports for around 10-30 minutes after every 45-50 minutes of continuous study rejuvenates your body, mind and soul.

Studying regularly for more than 50 minutes leads to receding concentration levels. Sitting continuously at the study table for long hours is, therefore, a waste of both energy and time. In short, it is unproductive.

WHAT KIND OF EXERCISE AND HOW MUCH TO EXERCISE?

Exercise has to be **aerobic-cardiovascular** type where your heart rate as well as respiratory rate goes up. How much exercise is very subjective thing to answer. But the exercise must be strenuous enough to make your respiratory and heart rate at least one and a half times of the normal rate and after reaching this level it should be maintained for minimum of 5 minutes.

If you don't exercise, **your brain loses efficiency** but when you do a heavy exercise you become fatigued and drowsy so you should plan your exercise in such a way that you don't fall in any of these categories.



TOO MUCH A SLEEP OR TOO LESS A SLEEP: WHAT WORKS?

Sleep is important especially in growing and developing children. Not only does sleep provide an opportunity for the body to physically rest, it's the time during which, according to recent research, **the brain consolidates or reinforces** what a child has learned or observed during the day. Not surprisingly, sleep deprived children tend not to do well at school. Other symptoms of sleep deprivation in children include the obvious ones such as fatigue and inattentiveness. There can also be less obvious symptoms including irritability, impatience, fussiness and even aggressive behavior.

Teenagers also need to get enough sleep. Just because they are older does not mean they can get away with less sleep. In fact, most adolescents actually get much less sleep than they need. Staying up late a few nights in a row and then trying to catch up on the weekend does not help. In other words **catch up sleep does not count**. So, if on average, one seems to get enough hours of sleep over a week, but it is done so by catching up on weekends to make up for week nights of little or less than adequate sleep, it will not work. What counts is getting enough sleep each and every night. Thus, try taking short breaks and maintaining adequate sleep routine which will help you to remain alert and responsive, studying till late or getting up early is immaterial.

Remember though the amount tends to decrease with age, still the average adult needs at least **8 to 8.5 hours of sleep per night**.





B. STUDY SMART

TIME MANAGEMENT

Managing your time effectively is an important part of studying. One common mistake is to try to create an overly restrictive schedule which doesn't work, and then feel very guilty that it doesn't work. Telling yourself that scheduling just doesn't work for you is another common mistake. Thus, plan according to your schedules, your goals, and your aptitudes rather than some standards. Try to be realistic and honest with yourself when determining those things that require more effort, those that come easier to you.

The following list will guide you through time management.

Think about when your brain works best - Morning, night or the middle of the afternoon. Plan your TTD list accordingly. If you're going to read a difficult article for the first time doesn't start at 10.00 pm unless you are a natural night owl. Do something less demanding in the low times - organise your notes, or write the next day's TTD list.

Schedule - Have a regular study time and place each day - This helps put you in study mode. It's what Pavlov did with his dogs. ("Good doggy. Now study! Studyyy..."). Get everything you'll need together BEFORE you start studying.

Prioritize - Make a list of what you have to do and list it in order of importance. Schedule the important stuff first.

Plan your sessions - Do the difficult stuff first. That way, by the time you can barely add 1 to 1, that's all you have left to do.

Take breaks - Don't study longer than 50 minutes at a stretch. Use the other ten for a run around the block, or eat a snack. Hmm... Maybe run around the block AFTER the snack. Taking a 5-minute hot shower is another excellent solution.

Avoid getting stuck - If you can't figure something out, skip it, and get help later. Skipping everything is not allowed.

Divide and conquer - Break your projects up into smaller bits, and complete those bits one by one.



Set Milestones – Setting milestones help to manage the time and task better. You can also set rewards for reaching those milestones.

Reward yourself - The reward can be small, like treating yourself to some ice cream, or larger, like buying that new outfit you’ve had your eye on. Rewards also don’t have to cost money, like going to play some basketball with some friends at the park. Enjoy yourself when you pass a milestone, stick to your reward plans to make them more worth reaching.

Review regularly – Regular reviewing benefits taking stock of the work done. We have said this before. It’s important. Better read it again. Also monitor your progress at reasonable periods and make changes where necessary. If you find that you are consistently allotting more time than necessary to a specific chore, change your future schedule accordingly.

Say “No!” to distractions - No matter how attractive they are unless, of course, it’s on the schedule. (“Proclaiming my everlasting love: Tuesday 16:25 to 16:30”)

Time management is an important component of an effective study habit. Individuals have their own ways of managing time. Try using this grid while managing your time...

<i>Urgent and important Q1</i>	<i>Urgent but not important Q2</i>
<i>Not urgent but important Q4</i>	<i>Neither urgent nor important Q3</i>



When planning study time for your exams, answer to these two questions:

1. **How much time do I need to devote to studying for this exam?**
2. **How much time do I have to study for this exam?**

It's fairly easy to determine the answer for the second question. But the first question calls for fairly definitive answer. Ask yourself:

- How much time do I usually spend studying for this type of exam? What have been the results?(if you usually spend three hours and you are getting D'S grade, perhaps you need to reassess the time spent)
- What grade do I feel I can get?
- What special study do I have to do?
- Organize the material you need to study, pace yourself and check to see how much material you have covered in the first hour of review. How does this compare to what you have left to study?

Three kinds of time tables can help you to plan your time efficiently:

- **A semester planner** (this will enable you to map out tasks for the semester).
- **A weekly timetable** (this will ensure that you structure your time in the short term while allowing flexibility).
- **A diary with daily 'things to do' (TTD) lists** (these will keep you on track).

THE SEMESTER PLANNER

All study periods, examinations, assignment deadlines and other important dates (including major tasks and family/social commitments). Stick this up above your study desk. It gives you an overall view of the extra busy times, so you can organise your studies accordingly.

THE WEEKLY TIMETABLE

To prepare this you need copies of a blank weekly timetable in one-hour blocks.



Put one above your desk and carry a small one with you. Fill in:

- Lectures and tutorials
- Study-related tasks
- Domestic commitments
- Leisure/sport - this is very important.

A SAMPLE OF PLANNER IS PROVIDED HERE.

MY WEEKLY PLANNER

Determine how you spend a typical week

Hours left in each day:							
Daily Activities:	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Classes:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Studying:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sleeping:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Exercise/sports:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Work/internship:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Family commitments:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Personal care/grooming:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Meal preparation/eating/clean-up:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Transportation (school, work, etc):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relaxation: TV/video games, etc.:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Socializing & friends:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



SUBJECT STUDY TIME

Divide the study time into subject study blocks. Some subjects may need more time than others. Even a half-hour block is valuable - though you'll need some longer ones (1½ - 2 hours) for each subject. But try to keep the times for each subject constant. Develop blocks of study time by giving yourself 1 hour Break after 2 study blocks are completed.

THE 'THINGS TO DO' OR TTD LIST

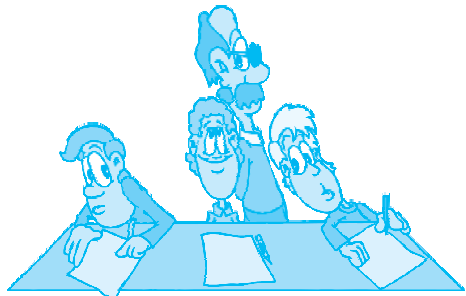
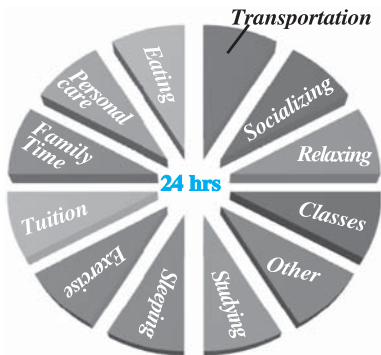
This is a vital daily list. It should be included in a diary so that you can carry it with yourself and shuffle things around when necessary. Remember, you should never start a study block without a clear idea of what you're going to achieve. And, each night you need to make yourself a list of what to do the next day, for example:

- Read Smith Chapter 2
- See history tutor
- Analyse sociology essay question/identify resources

A SAMPLE OF MAKING A SCHEDULE IS PROVIDED HERE.

DEVELOPING A SCHEDULE

Enter the hours you spend on each activity. Determine how you spend a typical 24-hour day. "Tab" through each item. Watch as your time slips away. . .





HOW TO STAY FOCUSED ON YOUR STUDIES

While reading a lesson, a student's mind tends to wander here and there. This can be easily traced when students devote one or two hours to read a lesson without actually grasping anything. The following tips may prove useful:

- **BE INTERESTED:** You cannot concentrate on studies if you are not interested in what you are reading or what you are being taught by your teacher. Secondly if there is anything in your mind that is worrying you, try to lighten it by sharing it with someone.
- **RELAX:** You are relaxed when you are at peace with yourself.
- **AVOID NERVOUSNESS:** It happens when we get ourselves fixed up in set timeframe. Fix up your time schedule for study which does not clash with any of your other activities.
- **PLAN STUDY PROGRAMME:** A plan with a specific target to finish a particular topic/lesson but never fix up target which is impractical or highly overambitious.
- Try to study **three different** subjects per day, changing tasks produce a new energy surge.
- Do not engage in sport or **tire yourself** before you sit either for a test or a study period. You should be relaxed before you engage in the task which requires thinking, concentration etc.
- Ensure that you are **not hungry, sleepy, tired, thirsty** and don't need to go to the toilet before you sit to study or give a test. This will make sure that there are no unnecessary interruptions.
- **Eat brain foods** before you study or when you take a break during your study. Bananas, dry fruits, chocolates (in moderation) helps the brain to stay awake.
- Create a **work environment** in which you are comfortable. Anything that distracts you should disappear from your study area. To concentrate conducive physical environment is needed, e.g. library, home, table chair setting etc.
- **FOLLOW SOME RULES:** Make it clear to your friends, relatives, family members that you are not to be disturbed during study hours.
- If you experience that while studying your mind is occupied by various thoughts, you can **write** whatever comes to your mind before you actually sit for study. This will help you to clear your mind of the thoughts and thus increase concentration. You may tear off the page after you have released the thoughts.



WAYS OF STUDYING SMARTLY

These are few methods of studying smartly if practised consistently

- **Reading with Concentration**

Preview - Quickly skim over the chapter you are studying to get an overview of the material. **Ask** - Constantly ask yourself **questions** about the headings and keywords. Use *who, what, where, when, and why*. **Read** - Read the first section, answering the questions you asked earlier. Note any unexpected information as well. **Relate** - Relate each section to the preceding and following sections. **Recite** - Cover your answers and notes, and recite them from heart. **Repeat** - Repeat the Ask-Recite sequence for each section in the chapter. **Practice** - Do any practice questions and exercises in the material. **Review** - Review all your notes, and try to recite the important concepts from heart.

Note: Avoid skipping diagrams, Charts, pictures as informations. Do not overlook or be bogged down by unfamiliar words.

- **Use BLACK-RED –GREEN METHOD**

In this student can underline relevant parts of question using three separate colours. Black denote- BLA tant instructions i.e something that clearly must be done. Red is a REference point or required input of some kind. Green denotes GREmlins, which are subtle signals one can easily miss.

- **Note-making**

There are different ways to take good notes. Choose the method that works best for you. You can make up your own method, too, by combining some of the methods below.

- **The Two Column Method:** Divide your notebook paper into two columns. On the right, make a big column. On the left, make a small column, about one inch wide. Take notes in the big column. Highlight important concepts, facts and main headings in the small column.
- **The Split Page Method:** Divide your notebook paper in two equal columns. Take notes in the right column. After class, outline the material in the left column.



- **Three Column Method:** Divide your notebook paper into three equal columns. Take notes in the first column. After class, outline the material in the second column. Write any questions or additional information in the third column.
- **Take Group Notes:** Form a group with two other classmates. Take turns taking notes. After class, get a copy of the group notes. Better, recopy them yourself. Add any information that's missing. Share your new notes with the group.
- **Graphic organizers**

These are semantic maps which offer a visual representation of ideas. When students organize and design these maps, they apply important analytical skills as they think about how ideas are inter-related.

1. **SPIDER DIAGRAMS-**It's an effective way of linking concepts together. They can be useful for planning essays kind of responses in exams.
2. **DIAGRAMS-** These could be used to bring all the information together and provide practice reorganizing what has been learned in order to produce something practical and useful. They can also aid the recall of information learned very quickly, particularly if the student made the diagram while studying the information.
3. **FLASH CARDS-** These are effective revision tools often set out to make them and they become more of a chore. These cards help you in associating with what you have learned and are useful for last minute reading.
4. **TRAFFIC LIGHTS-**Its an easy way to separate what is really important to know from what you already know if you had infinite time and energy, its the traffic light system.

Green- Use green pen and place a star next to everything that is essential to know for your exams. These topics should be studied first and allow you to progress to the less number of amber and red topics.

Amber- Use orange pen and label everything that is either essential to know or is not too time consuming to learn. This should form the mainstay of your learning and range from topics leading from the green range of topics to the red ones.

Red- Use red pen and label you would want to know if you had the time and energy left but not at the expense of essential green topics and desired amber topics.



This method reminds students to keep learning in a progressive manner and not to stagnate when topics become more red in nature due to being tired and bored.

BUT.....If you have exam tomorrow, how can you make up for the lost time and acquire effective Study skills. HOW ABOUT THROUGH...MURDER...TRY THIS:

MOOD: Create the right ambience. Pick a place that can help you concentrate.

UNDERSTAND: Mark areas of your text that strikes you as important or make an outline of the material.

RECALL: Stop in a while to paraphrase what you have read in your own words, if you could do that, it means you have understood what you were studying harder.

DIGEST: Mark concepts or ideas that you did not understand and look it up further or ask your classmate or teacher.

EXPAND: Try to see the connections between the material you are currently studying and your previous lessons, or try to see the relevance of your text in your life.

REVIEW: Review the materials you have studied. Review the highlighted texts and the notes you have made instead of everything again.

MEMORIZATION MANTRAS

Make words or sentences: For making a word, take the first letter of each word and make it into a word. For example:

WORD	WHAT IT STANDS FOR	WHAT IT HELPS YOU REMEMBER
VIBGYOUR	Violet, indigo, blue, green, yellow, orange, red	The colours of the rainbow
HOMES	Huron, Ontario, Michigan, Erie, Superior	The five Great Lakes

For making a sentence: The sentences can also be made in same manner as the word. King Henry Died, Mother Don't Cry much – this stands for Kilometer. Hectameter, Decameter, Meter, Decimeter, Centimeter, Millimeter.



Rhyme it: Making a rhyme helps you remember facts, too. For example, Henry VIII had six wives. The following rhyme helps you remember what happened to each wife, in order: Divorced, beheaded, died; Divorced, beheaded, survived.

Sing it: How did you memorize the alphabet? You learned the ABC song! Use this memory idea with other new information, too. Set the information to music. The information will be even easier to remember if the song rhymes.

Link it: Link a word or image to the material you want to recall. The image helps you remember the idea. For example, people often confuse desert and dessert. How can you remember that dessert is the food we eat at the end of the meal? Link it to strawberry shortcake have two s's.

Group it: Grouping items together also helps you remember them. Groups of three to four work best. Maybe that's why we put a comma after every set of three numbers. Try it now. Group these numbers to help you remember them: NOT GROUPED: 718046381 GROUPED: 718,046,381

Teach it: Once you get the idea, explain it to yourself or to someone else in your own words. You can even teach it to an imaginary audience. This forces you to organize the material in a way that makes sense to you. It also helps you anticipate questions that will be on the test. As a bonus, you'll be able to correct any misunderstandings you have.

Write it: After you have understood a text, in order to memorize the key points, write them in your own words. This helps in remembering the content and the key points.

Say it: Just repeating the information aloud will help you memorize it. Do not mug up large amounts of information just before an examination. An effective way is to read regularly and gradually develop interlinks between the ideas.

Review it: To fix the information in your mind, you have to review it. Go over the information each day for 5-10 minutes. This will help the information stay in your memory.





STUDYING FOR LANGUAGES

Knowledge of Course Texts (Short Stories, Novels, etc.)

Themes are the messages that stories seem to teach. Can you identify the themes in each of your texts? Review your class notes. What are the important themes? How did the themes of one text relate to the themes of others?

Remember that books are not about events; they are about people. That means you should not focus only on remembering what happened in your texts. You should think about how the people were affected. How did they feel? How did they react? How were they changed? Practise answering these questions aloud with a friend or a parent. (“In this story the person learned...” or “The main character was affected by...”).

Reading Comprehension (“Sight Passage”)

The “**Sight Passage**” is a text (story, essay, etc.) which you will see for the first time in a test situation. You must read the passage and answer the questions which follow. The questions will test your comprehension (i.e. how well you understood what you just read) as well as your ability to respond (i.e. how well you can make personal responses).

- Practise for “**Sight Passages**” with a friend or a parent.
- Choose a short story or essay and both read it.
- Have one person summarize the story for the other.
- Have one person ask the other questions about the story. Include questions that begin “**Explain why...**” and “**How would you have felt if...**” and “**How does this relate to...?**”

Writing

Review your writing from this year and make a list of your teacher’s comments about your writing.

Remember the advice about writing you were given and try to use that advice in the final evaluation situation.



Remember that good writing has five components: Voice (Active/ Passive voice), Organization, Ideas/Content, Conventions, and Effective use of Language. Try to keep all five in mind as you write. After you finish, review your work and ask yourself about each one of these. “Have I organized this well?” Have I expressed my ideas clearly?”

Studying for Maths and Science

- **Make a “Study Sheet” to study with (Don’t take it with you to the examination though!)**

Under each topic, write down the important formulas or information that you need to remember. You don’t need to write down things that you already know, just write down the things that you worry about remembering that you wish you could take with you into the test.

- **Now, do questions – lots of them.**

Perhaps your teacher has given you review questions to work on. Do all of these questions. If the teacher did not give you review questions then pick several questions from each homework exercise, a few easy, a few medium and a few difficult ones. As well, redo the quizzes or tests that covered that material. Keep your “study” sheet handy and refer to it as you do the questions. You will find that if you use it while you work on the review questions, then you will be able to visualize it while you write the test or examination. Check your answers as you go along and redo questions that you didn’t get the first time. Try to do a problem analysis of each equation prior to answering it.

- **Get help with what you don’t understand.**

If there are any questions that you have trouble with then put an asterisk beside them (*) and see your teacher, a tutor or a friend to get help on those questions. After you have received the help with the question then redo the question on your own. It is often easy to watch someone else do a question but another thing to be able to do it yourself.

- **Do a practice examination.**

Either create your own practice examination by using questions from previous tests and quizzes or request your teacher to make one for you. Practising an examination helps to relieve the anxiety of the real examination and reveals areas that you need to work on. Do this practice examination in a simulated examination situation. Isolate yourself, have someone in your family to tell you when your “time is up”. After this practice examination, get it marked.



Clear up things you don't understand well before the examination so that the day before the examination you just need to review rather than relearn new material.

WHICH STUDY METHOD WILL SUIT ME?

This question has to be answered by you before you start planning for our studies. Try to understand your learning style, where do you fit in among these?

WORD SMART: Am I good with words, letters, and phrases. If yes, these study strategies will help:

- Make flashcards
- Take extensive notes
- Keep a journal of what you learn

PICTURE SMART: Am I good with art and design. If yes, these study strategies will help:

- Sketch pictures that go along with your notes or in the margins of your textbooks
- Draw a picture on a flashcard for each concept or vocabulary word you study
- Use charts and graphic organizes to keep track of what you learn



NUMBER SMART: Am I good with numbers, equations and logic. If yes, these study strategies will help:

- Make your notes into numeric charts and graphs
- Use the Roman numeral style of outlining
- Put information you receive into categories and classifications that you create

BODY SMART: Am I good working with hands. If yes, these study strategies will help:

- Act out or imagine the concepts you need to remember



- Look for real life examples that demonstrate what you are learning about
- Search for manipulative such as computer programs that can help you master material

MUSIC SMART: Am I good with rhythms and beats. If yes, these study strategies will help:

- Creating a song or rhythm that will help me remember a concept
- Listening to classical music while studying
- Remembering vocabulary words by linking them to similar sounding words in my mind



PEOPLE SMART: Am I good with relating to people. If yes, these study strategies will help:

- Discuss what you learn with a friend or family member
- Have someone quiz you before an exam
- Create or join a study group

SELF SMART: Am I comfortable with myself. I enjoy being alone to think and reflect. If yes, these study strategies will help:

- Keep a personal journal about what you are learning
- Find a place to study where you won't be interrupted
- Keep yourself involved in assignments by individualizing each project.

HOW TO INCREASE YOUR EFFICIENCY?

- **Pre-class/tutorial reading.** You get a lot more out of a class/tutorial if you are already familiar with many of the terms and ideas. This saves time later.
- **Review class notes on the same day of the lecture.** After that time your ability to 'reconstruct' the lecture, and consequently commit any new ideas to memory, reduces rapidly.



- **Re-read all your notes for each subject every week.** (Build this time into your timetable.) Obviously, it will take more time each week as your notes pile up but it will dramatically reduce your examination study time at the end of semester and make you confident that you know your subject.
- **Talk in tutorials** - even if only to ask questions. Talking about your subject is a way to test out your understanding. Pre-reading will help you in this.
- **Use library time effectively. Don't borrow huge piles of books.** Use overviewing techniques to decide which books are really useful. Most of them won't be. Don't photocopy lot of material. Most of it you'll never read. It's a waste of time and money. Take notes on the spot rather than postponing the task.
- **Organise your notes and don't borrow notes from others.** Keep all your notes in labelled files in chronological order. Other people's notes are not very helpful - they reflect someone else's interpretation, often in a way that won't make sense to you.
- **Never use multiple text books and study material for the same topic.** It does not help in building clear mental image of the subject matter.
- **Follow a planned study schedule**- there is human limitation regarding retaining the data after a certain time. The mental fatigue starts increasing fast after one hour. Research also showing that studying at stretch is definitely counterproductive. Gradually, fatigue becomes so overpowering that percentage retention of what we are studying goes down very steeply.
- **Expect the best.** Once you have prepared, think positively. Say to yourself, "I studied and I'm ready to do my best."
- **Block bad thoughts.** Watch out for any negative messages you might be sending yourself about the test ("I'm no good at taking tests" or "I'm going to freak out if I get a bad grade"). These thoughts can make anxiety worse and make it harder for you to do well on the test.
- **Accept mistakes.** Everyone makes mistakes. Be more forgiving of your own mistakes, especially if you prepared for the test and are set to do your best.
- **Take care of yourself.** You'll feel your best if you get enough playtime, sleep, and nutritious food. This is important all the time, but be extra-sure you get all three the day before a test.
- **Breathe better.** Breathing exercises can help you in calming yourself. Inhale (breathe in) slowly and deeply through your nose, and then exhale (breathe out) slowly through your mouth. Do this two to four times and you just might breathe



easier the next time you're taking a test!

- **Finally, be honest with yourself.** Deep down you know whether you've put in the time and really engaged with your study material or not.

REMEMBER.....

HELP IS GENERALLY AROUND THE CORNER....!

If you don't understand something, get help right away.

- **Ask your teacher:** That's a teacher's job! Most teachers are required to offer extra help. It may be before or after school. Let your teacher know you are coming for extra help. Make a list of concepts that you find confusing. This will help you use the time wisely. Bring your notes and books. Go over your notes, so your teacher can see if you copied something down incorrectly.
- **Review the books and your notes:** After you go for extra help, reread the textbook and your notes. Summarize the information in your own words. Reviewing the material this way helps you remember it.
- **Ask your parents:** Some parents remember a lot of what they learned in middle school. They may even be experts in the field. Even if they are not getting their ideas helps you look at the information in a new way.
- **Ask your older brothers and sisters:** If you are lucky enough to have older siblings, ask them to go over confusing problems with you. After all, they took the same classes a few years ago.
- **Help from a tutor:** studying from tutor helps to understand concepts, and have frequent practice sessions before the examination.

WAYS TO STAY MOTIVATED

- **Connect with your classmates-** Try having someone to keep you on track in your work, so that you can reap the benefits of being accountable as well.
- **Discuss what you learn-** Find a friend or relative who has similar interests or who would enjoy hearing about your studies and let them know what's going in your class.
- **Chart your progress-** Design your map of studying and you would see certain satisfaction coming after watching your goals be accomplished. When times get hard, you can always turn to your chart and see how far you have reached.
- **Reward yourself-** Reward yourself for doing well in your studies. It may be just the extra push that you need to succeed.



C. PLAN TO PERFORM..... JOURNEY OF THOUSAND MILES BEGIN WITH A SINGLE STEP.

FEW WEEKS BEFORE THE EXAMINATIONS

- Prepare a study plan by combining favorite and not so favorite subjects in the study plan of a day.
- Try and complete two Model Question Examinations (each subject) in this time.
- Have fixed time of sleep and relaxation (including T.V. time).
- Meditate and give autosuggestions every day – to be calm in the examination situation.
- Discuss with one’s parent or sibling or friend regarding examination preparation from time to time.

FEW DAYS BEFORE THE EXAMINATIONS

Do’s	Don’ts
Prepare a revision time table. Make your books, notes and essays more user friendly with summary notes, headings, subheadings, highlighting and revision cards. Find out what way of revising suits you- alone or with a friend, morning or late at night, short, sharp bursts or longer revision sessions. Take notes of important points when revising as an aid for future revision. Look at past examination paper and try answering some of the questions. If you feel stressed out, talk to someone you feel comfortable to.	Collect new notes and materials from friends, read and learn them till the last minute without time for revision. Sit for long hours continuously to read by not taking breaks for bath, food, relaxation and sleep. It makes you feel more tired, reduces concentration and makes studying boring and anxiety producing. Or keep awake whole night and reading for few days before the examinations. Excessive use of Coffee or Tea or Cigarettes to keep awake the whole night. Give up studying totally. Spending time to trace the ‘question papers’ or teachers who are probably involved in paper setting.



ONE DAY BEFORE THE EXAMINATIONS

- Don't look for some new notes before one day. Don't try to learn anything new, rather focus on already prepared ones..
- Talk with your family members to come out with your stress
- Try to have light dinner.
- Don't cram all night before an examination.
- Have a relaxing night before the examinations.

ON THE DAY OF THE EXAMINATION

Do's	Don'ts
<ul style="list-style-type: none">▪ Have a light but adequate breakfast▪ Check whether one has taken all the necessary things – pens, pencils, geometry box, and hall-ticket – a checklist of all items is essential▪ Leave for the examination hall well in advance▪ Avoid people who panic, wait in a place where people are calm▪ Go to the toilet before entering the examination hall▪ Take deep breaths, making a suggestion or a prayer to do well and keep yourself relaxed.	<ul style="list-style-type: none">▪ Don't skip your breakfast, getting hungry during the middle of the examination can be distracting.▪ Avoid negative thoughts, for example 'I have not prepared well', 'I may fail in this examination' or 'I have not covered all the portions'.▪ Avoid revising things just before entering your examination hall.

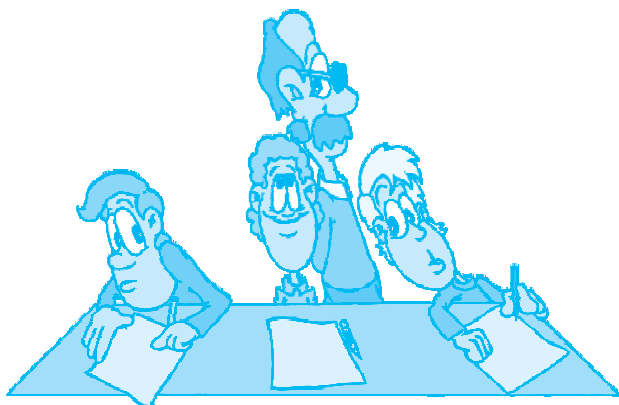


IN THE EXAMINATION HALL

- Try to think positive and maintain positive attitude giving the test.
- Once in the hall, take time to settle down and set your table.
- Ignore symptoms of anxiety and focus on your task.
- Do not hurry into reading the question paper.
- Read the directions slowly and carefully. If there are any doubts clarify with the instructor, teacher or invigilator.
- Feel comfortable before you start your answers.
- Budget the time and plan the answers. Allocate time for each question.
- Do the simple questions first to help you build up your confidence for the harder questions.
- Choose the best known questions if choices are available.
- If you do not know a question, move on to the next after leaving some space; try it later. If not sure of an answer, do not spend long time thinking and recalling answers. Go to the next question. Handle the less known questions later.
- Leave space after each answer so that you can add later if you need to.
- Do not worry about supplementary sheets that others are taking.
- Try and revise your answers finally. Try to finish a little earlier. Then go through the paper to correct mistakes/ underline important points etc. Highlight important points – underline, write in capital etc.
- If you are feeling stressed during a test, try **relaxation techniques**, such as :
 - Take in a deep breath, and then take it out. Try to release the tension with each breath you exhale.
 - Tighten up your hand or feet muscles for 5 seconds and then release the tension to keep you relaxed. Repeat this couple of times.
 - Visualize a peaceful and relaxing setting to feel light and relaxed.
- If you experience extreme test anxiety even after following these tips, seek help from your school counsellor.

"The true art of memory is the art of alteration"

- Samuel Johnson



ART OF WRITING ANSWERS :- GIVE YOUR BEST SHOT

- One can practice answer in previous test papers or sample papers to get used to the manner in which one has to write answers in the exams.
- Before you start answering, take few minutes to read through the whole examination. Get an idea of what the examination is like. Read the instructions carefully.
- Notice the relevant value assigned to each question and number your answers correctly.
- Make sure that you answer the question asked and not answer what you hoped or wished the question would be.
- Examiners expect to the point and correct answers. Resist the temptation to write everything or writing beyond limits.
- Keep your answer stepwise- some of you will be surprised to know that the board gives rather detailed dictates on how to evaluate the answer sheet.
- The safest way is to jot down all the relevant points in the “skeleton outline”.
- Write your answers in logical systematic manner. Use examples, facts, figures, quotations, tables etc wherever necessary to substantiate your answers. Give appropriate heading where necessary.
- Write in legible handwriting without smudging.



- Speed and accuracy is the name of the game, combine wisdom with work, write with a firm focus calmly and confidently. Accuracy in answering questions can be achieved through practice.
- Add a touch of class by putting extra that indicate your being very knowledgeable and put them separately near the end, so that it is read just before giving the marks especially in a essay type questions like new trends etc.

Thus your paper should be:

- SMART
- NEAT
- WELL ORGANIZED
- SYSTEMATIC
- ATTENTION GRABBING
- ALL REVEALING

Be clear about the certain “code words” that examiners use, which indicates what kind of answer they are looking for. Different kind of questions asks you to an answer accordingly. Be very much clear about the terminologies. Few of them are:

1. **DEFINE:** tell what a term briefly means. Definitions can be clarified by giving brief examples.
2. **LIST, ENUMERATE:** give a series of point and number them 1, 2, 3.....
3. **STATE:** Give the main points in brief
4. **SUMMARIZE:** Give a shortened account of something longer
5. **EXPLAIN:** Give a longer, more detailed account of a thing or idea, offer more facts and examples to support your answer, state how and why something is.
6. **DESCRIBE, DISCUSS:** Explain in some detail.
7. **OUTLINE:** Develop an organized account of something, distinguishing between main and secondary points.
8. **ILLUSTRATE:** Explain by giving examples





9. **RELATE:** Show connections between things
10. **COMPARE/CONTRAST:** Discuss two or more items, not just one. Compare means to tell how the items are alike, contrast means to tell how they are different.
11. **CLASSIFY:** Follow a process like definition for several items in turn, tell how each item is like and unlike the others.
12. **ANALYZE:** Describe the constituent parts of something and show how they relate to each other.
13. **PROVE, JUSTIFY:** Give well developed reasons for something
14. **INTERPRET:** Explain the meaning and significance of something
15. **CRITICIZE, EVALUATE:** Set out criteria for considering the value of a thing or idea and systematically measure it against those criteria, give negative and positive aspects of something and your overall judgment of it.

NEAR THE END OF THE EXAMINATION

- Unless you know that points will be taken off for wrong answers, leave nothing blank. Even if you are wildly guessing, you might get lucky.
- Even with an essay question, write what you know. A partial answer tells the teacher what you still need to learn, and may result in points (remember any points are better than none).
- Before you turn the answer sheet in, make sure that you have your name on the sheet.
- On standardized forms, make sure that all the pencil marks are nice and dark and in the ovals.
- On multiple choice questions that are not on standardized forms, make sure your intended answer is clear, and that you followed the teacher's guidance about how to write the answer properly.
- Give at least 5-10 minutes to skim through the answer sheet that you have not missed out answering a question. Also, check whether you have numbered the questions correctly.
- Most of the students have a habit of discussing answers with friends after the examination. This makes the student anxious and worried. The anxiety may interfere with the reading for the next examination. Once an examination is over it is better to concentrate on the next one. Review and discussion could be done after the last examination`



"Education is what survives when what has been learnt has been forgotten."

- B. F. Skinner

QUICK FIX MANTRAS FOR YOUR MIND, BODY & SOUL

The following are some **Mantras** to harness the extra adrenaline released by stress.

S-T-R-E-T-C-H : Stand on your toes whenever you feel under pressure and stretch your body. Pretend you are reaching out to grasp something a few centimeters beyond your immediate reach. Hold this pose for five seconds and relax. Laugh hard, as much as you can, see a comic, cartoon film, and share a joke with a friend. They make effective emergency substitutes to relieve stress.

Be a breathing beauty : The right kind of breathing can dispel stress. Take a deep breath and exhale slowly, concentrate on the air leaving your lungs. Slow down your breathing. A two-second inhalation and five-second exhalation is ideal one. Do it five times in morning and five times in the evening.

Listen to music : Music has always had a smoothing effect. Put on the music of your choice—film songs, jazz, ghazals, pop etc.

See the sunlight : Feel the morning sunshine soak into every pore of your body. Feel the incredible sense of well being it brings along.

Discover the yogi in you : Yoga has always been a panacea for stress. Pick up a book on yoga exercises or go to a teacher and get started with half-an hour sessions whenever you can spare the time.

Practice shrugging-shrug : 'You don't know you don't care'. Whenever you feel stressed, roll your neck from right to left a few times. Follow this by shrugging your shoulders. Loosen your muscles. Believe from the bottom of your heart that you don't care.



Talk less, listen more : an age-old remedy - Listening banishes stress, makes you more popular, more knowledgeable, more sensitive, altogether a nicer person. It doesn't take much effort.

Count your blessings : There is no better way to banish stress. No one has bad things happening to him or her all the time. Make a mental note of good things. Then put it down on paper, and refer to it every time you feel stressed.

Compare with yourself and see the changes : If you want genuine pleasure in life, compare yourself not with others but yourself.

Do nothing, sit out : This requires no effort from us, as nothing stays bad forever! Acceptance of the situation helps to reduce stress.

Express your stress - let the emotions flow : Stress is a highly emotional experience. When we bottle-up our stress we become increasingly dysfunctional. Stress increases as a result of which health, welfare, relationships suffer. Our anger, depression, fear, frustration and rage need to 'FLOW' out of us. Flowing out can take the form of writing, talking, poetry, vigorous physical activity etc. Mind and body become clearer and more energized. Situations and opportunities are perceived more clearly. The result is wiser choices and decisions.

Take charge : Believe that "I am in charge of my life!" Parts of our stress feelings come from how we react to what is (or is not) happening and others reactions.

Sports : Engaging in some sports activity will help in venting out your frustrations

Reading : Read a book with positive message, to relieve your stress





THREE QUICK WAYS OF MEDITATION & BREATHING

1 minute meditation: Place your hand just beneath your navel so you can feel the gentle rise and fall of your stomach as you breathe. Breathe in slowly. Pause for a count of three. Continue to breathe deeply for one minute, pausing for a count of three after each inhalation and exhalation.

2 minute meditation: Count down slowly from 10 to zero. With each number, take one complete breath, inhaling and exhaling. For example, breathe in deeply saying “10” to yourself. Breathe out slowly. On your next breath, say “nine” and so on. When you reach zero, you should feel more relaxed. If not, do it again.

3 minute meditation: While sitting down, take a break from whatever you are doing and check you body for tension. Relax your facial muscles and allow your jaw to fall open slightly.

Let your shoulders drop. Let your arms fall to your sides. Allow your hands to loosen so that there are spaces between your fingers. Uncross your legs or ankles. Feel your thighs sink into your chair, letting your legs fall comfortably apart.

Feel your shins and calves become heavier and your feet grow roots into the floor. Now breathe in slowly and breathe out slowly. Each time you breathe out, try to relax even more.

*To sum up, remember the simple **ROSES** rule that covers the essential **Do's** to be kept in mind*

REVISE & RECAP

ORGANIZE YOUR TIME AND STUDY LOAD.

SLEEP & REST.

EXERCISE & EATING HEALTHY.

**SPEAK YOUR HEART OUT TO NEAR & DEAR ONES –
WHENEVER, WHEREVER!**



FAQS' BY PARENTS



“To be a parent is the most difficult task in the world”.

1. Can you advise me on some pre-board parenting tips?

Following tips would help you as a parent :-

- Have realistic expectation from your child as per his capabilities and interests.
- Don't black-list activities that your child enjoys, like watching TV, playing games and sketching etc.
- Avoid nagging. Gentle reminders are welcome from time to time.
- Encourage sleep patterns and some form of regular exercises.
- Providing a healthy, positive and empathetic emotional environment is crucial, which parents often forget.
- Highlight your child's strengths. Encourage a dialogue to move ahead from past failures.
- Stop comparing your child with other students and their achievements.
- Acknowledge that it is normal to be supersensitive and impulsive from time to time. Family members are usually the first targets. Try not to overreact to such outbursts.



- Don't panic when they announce just before the examination that they don't remember anything. Reassure them, even if you think they could be right. You can say something like this - 'Just do the best you can. We know you're giving it your best shot'.
- Encourage help from teachers or the school counselor in course of any difficulty with subjects, or anxiety about examinations.
- During an entire day of 24 hours try to spend at least 15-30 minutes with your child, when you can indulge only in pleasant humored talk. Remember, the magic of an "occasional hug" or an endearment like **JADU KI JHAPPI!!!**

2. *Whenever I ask my son about his preparation, he gets angry. Should I stop asking him?*

Ans- Every time you ask your child about his preparation, it makes him feel stressed and thus, increases his anxiety level. As a parent, you feel tensed about his preparation, but when you ask it, you transfers tension to him. Help your child to practice deep breathing exercises/ meditations for 15 minutes daily. Autosuggestion is also effective which will help your child attain mental relaxation. In this, child will repeatedly say positive and encouraging statements to himself. It is not that you need to stop asking him about his preparation rather enquire in a way that does not make him angry. Stop probing him.

3. *Should I ask my child to write everything and show it to me to ensure that he has prepared well?*

Ans- If you will ask your child every time to show you his learning, may be he will feel more stressed and become more anxious. It could also be possible that he starts evaluating himself in negative terms .You can ask your child occasionally to write only the most important topics.

4. *My son wants to study with his friend. Will it help him or it is just a waste of time?*

Ans- Every child is different. If your son feels that he is able to study better in a group, then it's all right for him. Some students do prepare well



by studying in groups, as they are able to discuss their doubt and feel encouraged to study better.

5. *If we don't tell him that how much he should score, do you think that he will be motivated enough to achieve something.*

Ans- His motivation to achieve something may not be affected positively by your telling him a score. But if you wish to do so, settle on a target after a dialogue with your child. The purpose of the target is to serve as a lighthouse and not as a pressure point.

6. *I know my child is wasting his time in watching TV for long and talking to his friends on phone. How should I stop him without annoying him?*

Ans- You can help your child in preparing a time table, make him realize the time he is wasting in watching TV. You can also help him in managing time. But before all this, make yourself clear, if your child is not watching TV for a long time or talking on phone for short time, then its fine as he also wants to take a break in between his studies.

7. *I am having nightmares about my child's result. Should I discuss my anxiety with my child?*

Ans - I agree that as a parent you must be having anxiety about your child's performance in the examinations, but you should not transfer this to your child. As this will overstrain his mental capacity and above all it will further make the situation worse by giving him tension about the results and thus would not be able to concentrate on his preparation.

8. *My child faces lot of difficulty in learning and retaining that learning. How can I help to improve his learning?*

Ans- Firstly you can help her to concentrate on preparation rather than worrying about marks. Help her in understanding concepts, you can ask your child to regularly review the time table and make changes in it



according to progress. You can encourage child to give you short tests during the revision.

9. *Should I stop giving coffee to my son when he is studying till late in night, these days?*

Ans- Caffeine in small doses acts as a stimulant and keeps you awake, so a cup once a day may be Ok but excessive coffee drinking gives side effects like tremors, fast pulse rate, irritability, acidity and stomach pain. It can also cause addiction. So better, take care about the quantity.

10. *Should we cancel all our outing plans when my child is preparing for his examinations?*

Ans - No, you can making outing plan as cancelling it would make the child feel responsible for it and will further make him more tensed and anxious.

11. *Can we take our children further out for dinners when my child is preparing for his examinations? Is it not going to waste his time?*

Ans - No, definitely not. Even a child needs a break, this will not waste his time rather after going out and having a kind of joyful time, he would be able to study well with good concentration and would feel rejuvenated.

12. *Should I stop my child from listening music while studying?*

Ans - Firstly make sure by asking comfortably with a child, whether music helps him in concentration. There are few students who feel that their concentration increases when they listen to music. It could be possible that that your child is one of them. You don't need to worry about it and refrain yourself from stopping him.



13. *I feel that he is wasting his time when he spends some time with his friends. Am I right or wrong?*

Ans - If your child spends little time in a discussion with friends, it would help him in his preparation. He may not be wasting his time but trying to refresh himself. Taking breaks in between long study hours is necessary to maintain the energy level and concentration. Every student has different way of changing their mood and taking a break, some prefer watching TV, some go for a walk and some try to listen to music.

14. *How do I know that my child is stressed? What are the stress symptoms that I must be watchful of?*

Ans – Look out for symptoms like-

- Frequent Mood swings and frequent sad moods
- Crying spells
- Avoiding friends and going with others.
- Somatic complaints like aches and pains
- Reduction or loss in appetite
- Lack of sleep or sleep disturbances
- Too much anger or irritability

The important part is; if these things are compounding and escalating, do feel comfortable to communicate or discuss them out. The child may not express stress, which builds up over a period of time. You need to detect stress from the child's voice or from the day to day behavior. You can understand better if you meet a counselor. **DON'T HESITATE!**

15. *Since both of us are working, do you think that one of us should be at home always particularly for this month when my child is preparing for board examinations.*

Ans- I would not suggest you to be at home all the time especially at the time when your child is preparing, though your intention is not wrong but the message that could be conveyed to the child could be wrong. Child may feel, his parents don't trust him, may feel that you are always



watchful and moreover your presence would again put him on pressure of studying well and will ultimately result in stressing him. It may be perceived, of course, as per a given situation, take your decision.

16. *How can I help my child to develop positive attitude towards future?*

Ans- Parents have an immensely important role to play to help a child develop an optimistic attitude since they are the first and foremost source of the child's development. Parents need to play the role of a good communicator as a friend, as a comrade, with whom a child can communicate everyday. Your expectations from your child go a long way in influencing the child's mind. Parent's expressions verbal or nonverbal, their stress, their unfulfilled dreams can be perceived by the children. These things are unknowingly shadowing on to the children and dim the positive attitude of the child. Little things like these would be helpful:

- Sitting on the dining table together
- Watching television together
- Taking a walk with your child during the examination days.
- Ensuring a pleasant environment at home. **Humor the life!!**

17. *Suggest five stress busters for my child.*

- The simple way to bust stress is to study without giving up on things you enjoy doing.
- Share few moments of togetherness with the family discussing things not related to examinations.
- Indulging in simple breathing exercises- slow deep prolonged breathing just for about 4-5 minutes 3-4 times a day help to release the stress.
- Thinking positively as negative thoughts can destroy the confidence. Attempt to override the negative thoughts with positive ones (forex- I study hard, I know my facts, I'll do great)
- If stress really gets on their top and talking to dear ones is of no good then make use of professional help lines which are designed to help in relieving stress.

Lastly never forget that there is life after examinations.



18. *My daughter cries very frequently as her examinations are approaching. Do you think that she has some problem?*

Ans- Yes, it could be possible. Make her at ease and ask her the problem. For her it is one way of displaying stress. May be she is apprehensive about her performance, or expectations you all have from her or may be she is not able to concentrate well. But definitely it needs a considerable attention. Active reassurance and a non-judgemental attitude from parents always goes a long way in smiling through exams.

19. *Is frequent bouts of vomiting, also a symptom of stress?*

Ans- Yes, it is also a symptom of stress. Different children have different way of expressing their stress. Of course, it does need evaluation by a medical professional to rule out any organic condition. Planning a balanced compatible diet and schedule will help.

20. *My child sleeps only 2-3 hours in a day. Is this harming his health and his preparation?*

Ans – Yes, it does harm health and his preparation as well. If one sleeps less for a day or two, body copes up by taking more sleep over next two days. If continued for long then the body gets into what is known as sleep deprivation syndrome because it accumulates so many hours of Sleep debt. Then finally one get symptoms of feeling tired and sleepy, headaches, body aches, poor digestion, inability to concentrate, irritability, short tempered ness etc

21. *Is failure harmful? How does one suggest a positive coping?*

Ans – It is important that children learn how to cope with failure. If they don't manage the first time they can try again. It is important for parents to know what they can do to help their children cope with disappointing results. Not every parent is confident to help with schoolwork, but all parents can teach their children how to listen, take responsibility and improve their work. Children will learn that through their own efforts



they can get the results they want. Children will learn that failure can be a springboard to future achievement. Your children need to know they will feel delighted with the results of some tests but that other tests will leave them feeling devastated. It is important they know that tests are about what they know and not the sort of person they are. It is important they know how to cope whether tests make them feel delighted or devastated.

22. *Does it matter if I don't help my children?*

Ans – Sometimes children don't want any help and sometimes you will be too busy to help. Sometimes help is necessary and sometimes it isn't. It is important that your children know you are truly interested in their effort and progress and will always help whenever possible.

23. *Should my children have a tutor?*

Ans – Sometimes parents feel worried that they are not doing enough. The school may draw attention to a problem and parents may feel that they want some extra support to deal with the difficulty. You don't always have to have a tutor. A friend or an older brother or sister may be able to help.

24. *Is it possible to push children too hard?*

Ans – It is always difficult to know just how far you should go. If your experiences of studying were unpleasant or limited it can make it even harder to know what is reasonable encouragement and help. Some parents are terrified of pushing too hard. Other parents feel it is their responsibility to insist that schoolwork is done to a high standard. Your children's teachers can tell you what standard of work is considered excellent, above average and below average. This will make it easier for you to know what your children should be aiming for.

25. *How can I tell if I am pushing too hard?*

Ans – You will know you are pushing too hard if you are getting irritated



and angry when you are working with your children. You might be angry with yourself, the teacher or your child. If you feel calm but your children are getting upset, check whether:

- What you are asking them to do is too hard
- They need a rest or something to eat
- Your children think if they look upset you will feel sorry for them and let them stop work.

26. *Can we help when our children are anxious?*

Ans – Yes, you can. Some children become extremely anxious at the time of examinations. They may develop twitches, become very pale and thin, look confused or talk in a babyish voice. You don't need to panic if your children are like this. Children can learn how to avoid anxiety. Encourage them to:

- Be still
- Leave time to get work done
- Have some fun
- Do some revisions

27. *How can I help my child to enhance his learning?*

Ans – The secret to learning is to break what has to be learnt into tiny bits. A good way of doing this is to find one keyword from the topic that has to be learnt. Ask your children to tell you what the word means. Once they have told you what it means you can ask them some questions. You can ask them why the word is important and what it is connected with. Don't forget that dictionaries and encyclopedias are wonderful friends when you have to understand something.

Ask them to tell you one thing they know about the topic. Read the definition out loud. See if the definition reminds your children of something else that they have been taught. At this point they may remember that they have been taught about it. If your children still have no idea you will need to help them learn the topic from scratch.



28. *What makes somebody successful at examinations and tests?*

Ans – To face any examination or a test people need mental and physical stamina. They need to know how to do their best at a set time on a set day. They have to be brave enough to have a go. Each time they do an examination they get a little more experience. They learn how to cope with the emotions they feel. They learn how to pace themselves so they answer enough questions. They learn how to sit in a room full of other people who are doing the examination. They know that for the time for the examination they re expected to work on their own.

29. *What should I do if examinations make my child ill?*

Ans – Sometimes children are ill before an examination and have to miss it. Some children discover that illness means the unpleasant experience of an examination can be avoided. If children miss one examination they can feel too vulnerable to try the next one. Children who become ill at examination time, in order to avoid examinations, need help to develop mental and emotional courage.

30. *Why do children want to avoid examination?*

Ans – If you have children who are frightened by examinations you can help them. You need to know what they could be thinking. They might:

- Feel examinations have taken over their whole world
- Think that if they don't do well their parents will be upset
- Think that if they don't do well, people will think they are stupid.
- Worry that nothing they know will be on the examination paper.
- Worry that they haven't done enough work
- Not realize that everyone else taking the examination is feeling nervous, unsure, scared, exhausted and is longing for it to be over, just as they are.



PARENTS.....HELP YOUR CHILD TO ENABLE STRESS MANAGEMENT

Voice of parents is the voice of god, for their children they are heaven lieutenant. To be friend, philosopher and guide parents can adopt following strategies:

- To avoid a stressful situation for children the parents must provide right kind of motivation and a conducive environment.
- Just good schooling and tuitions are not substitutes for emotional cushioning.
- At times, children are unable to cope with stress. Parents should guide their children in planning, organizing and setting a time – table.
- High achievement goals can be scary and unrealistic for children causing underachievement by them – a source of worry for parents.
- Under-achievement may be due to some children believing it is safer not to try than to try and fail.
- If achievement expectations are too high then some children would prefer to be criticized for being lazy than being considered not good enough.

Accept that expectation for everyone to do well is unrealistic and examinations are not the end of the world

“The best thing to give your child is – Good Example





AS A PARENT.....

DO'S	DON'TS
<ul style="list-style-type: none"> ▪ Spend light moments with your child, say at the dinner table. ▪ Keep home atmosphere light and humored ▪ Ensure your child is eating well and getting rest adequately. ▪ Focus on child's nutrition. Feed him / her lots of salads, juices, vitamin and protein rich food. ▪ Give him space, breaks to relax. ▪ Provide guidance when it comes to child's social interactions. ▪ Spend time chatting with your child. ▪ Boost child's confidence if he / she is to face or has faced a tough paper. Help the child in maintaining his confidence especially when he seems discouraged by his dropping marks or grades. ▪ Help the child to develop self-discipline self-direction, self-confidence and a sense of achievement. ▪ Humor relieves tension. Be light and humorous with the child. 	<ul style="list-style-type: none"> ▪ Do not nag your child. ▪ Don't shower your kid with over-attention. ▪ Don't compare him or her with others. ▪ Don't let friends or relatives nag him. ▪ Don't set rules; let your child prepare / follow his / her routine with your guidance ▪ Remember, he is not a machine that can study for 4-5 hours at a stretch. ▪ Be a good listener. If child is too nervous, meet a counselor. ▪ Don't displace your anxiety on the child ▪ Take stock of his difficulties and look for solutions together. ▪ Don't forget to tell him / her: examination is not the end of the world. ▪ Don't set very high achievement goals for your children. ▪ Don't mix academic issues with family conflicts. ▪ Don't harp on previous failures or results. Do not compare him or her with others.

"Just don't give up, trying to do what you really want to do.

Where there is love and inspiration, I don't think you can go wrong"

- Ella Fitzgerald





FAQS BY STUDENTS

1. *I am not able to complete my syllabus on time. What should I do?*

Ans- The foremost thing to look upon is time management. Always remember that the most important thing is to take out time, list out the areas you don't understand. It could be possible that you are putting most of your time on the chapters which does not carry many marks. Try to prioritize your chapters. Instead of doing 40 questions, do fewer questions but complete them with a great degree of surity.

2. *What if I forget something while writing my paper?*

Ans- If you forget something then put a little effort to remember it, may be for a minute. But if it doesn't come up in your mind, then better leave the space for that answer and move ahead in attempting your paper. After completing your paper, you can come up again on the incomplete answers and can try to remember some points.

3. *Do I need to follow the paper sequence while writing the answers?*

Ans- It would be better if you follow paper sequence. As attempting question paper in haphazard manner irritates the examiner and most importantly your first impression of paper gets affected then. If you don't know the answers of particular question just leave the space for its answer and move ahead.

4. *Does following past question papers helps in the preparation for examinations?*

Ans- Yes, it helps you a lot. Firstly it gives you a clear idea about type of question that comes, pattern of question paper, important chapters that need more focus to get good marks and most importantly it lessens your anxiety about attempting paper.



5. *My handwriting speed is very slow and because of that I am not able to complete my paper. Can something be done for me?*

Ans- If you feel your speed is slow. My first suggestion would be to attempt question paper in reverse order so that maximum marks questions get attempted. The other thing that you can do is present your answer through venn diagram, cause and effect map, table form etc. you will then also get full marks for it. Apart from this before writing any answer, organize your ideas and instead of writing it in details, try to write your answer in points. Never omit an entire question, write something- it may get you at least few marks.

6. *Does mugging the facts ensure good result?*

Ans- No mugging the facts does not always ensure good results. You should be clear about the concepts, should not be having doubts about the things that need to be remembered. If you know the meaning of the answer, you can attempt the question by answering it in your own language. But it is true that you have to memorize few terminologies as it increases the chance of scoring good marks.

7. *Do I need to write whatever I am learning?*

Ans- When you read a chapter, making notes about it helps you in understanding the chapter. Moreover writing answers after learning it, decreases the chance of forgetting it easily. You will also become much more confident about your preparation.

8. *Should I make points or write in paragraphs?*

Ans- You have to make your answers as presentable as possible. Writing answers in point form makes it impressive, much clearer and creates interest in the examiner. Thus, increases chances of getting good marks. Also, it will decrease the probability of leaving some questions unattempted.



9. *I don't have any fixed time for my studies. Is it alright?*

Ans- Fixing time for studies help in gaining attention and concentration easily to study. It's better to have fixed place and time for study with moderate flexibility. Goals support direction!!.

10. *How can I inculcate positive attitude towards future when I am feel so scared?*

Ans- To inculcate positive attitude towards, follow these points:

- Don't keep on thinking just about the future.
- Believe in yourself.
- Try to put your best effort.
- Learn from your previous papers and work more on your weak areas.
- Always remember that no one can see the future but what you can do is prepare best for tomorrow.

11. *Should I read the chapter first or should I learn only questions and answers that are given at the back of the chapter.*

Ans- Reading chapter would make it easy for you to attempt both questions- given at the end of chapter as well as those that come from in between the chapters. Learning questions directly given at the end would force you to mug up the answers, which will be remembered only for short time.

12. *There are few chapters which I cannot remember/ do not understand. Should I leave them?*

Ans- Firstly look at the chapter wise scoring scheme of the subject, if its very important chapter and many questions come from it , then it would be better not to leave that chapter otherwise you can think of leaving. With the help of sample papers try to look for repeated important questions that have been asked almost everytime and try to atleast memorize them. Take help of your teacher or friend to understand that answer, that will help you in learning it.



13. I feel very sleepy whenever I study for quite a long time. What should I do?

Ans- You should not study for continuously long periods. Take a short break after every 30-40 minutes for 10 minutes. Choose table- chair to study on instead of studying on bed. Try not to study one subject continuously that disinterests you for long time, take some interesting chapter in between to relieve your boredom, which is one of your reason for sleepiness.

14. I get distracted after just 20-25 minutes of studying. How should I improve my concentration?

Ans- To improve your concentration-

- **Stick to a routine-** Draw a realistic revision schedule
- **Incentives** - Create an incentive if necessary for successfully completing a task such going out, food treat etc.
- **Change topics** - Changing the subject one studies every one to two hours for variety helps maintain concentration
- **Varying study activities** - At one time, you can do learning, other time practice maths or practice diagrams etc.
- **Alternate reading with more active learning exercises** - if students have a lot of reading to do they can try the **PQ4R method** which is-
- **Preview:** Survey the material to get an idea of the general organization, major topics and subtopics. Look at headings and pictures to try to identify what one will be reading about.
- **Question:** Ask questions about the material as it is read. Use headings to ask questions (who, what, why, where).
- **Read:** Read the material. Try to answer own questions while reading.
- **Reflect:** Think about the material that was just read and try to make it meaningful by: **1)** relating it to things that one already knows about, **2)** relating the subtopics to primary topics, **3)** trying to resolve contradictions, **4)** trying to use the material to solve simulated problems.



- **Recite:** Practice remembering the information by stating points aloud and asking and answering questions. Use headings, highlighted words and notes on major ideas.
- **Review:** Actively review the material, focusing on asking yourself questions and rereading the material only when not sure of the answers.

15. *Do all children experience same kind of stress?*

Ans- No, not all children feel stressed equally. For many youngsters, stress is not negative. Those who have confidence in themselves, anticipates achievement does not feel stressed at all. Stress felt in excess can be unproductive.

16. *I get tensed whenever my friends enquire about my preparation. Should I stop talking to them?*

Ans- It could be possible that you become anxious about your preparation after talking to your friends and start viewing yourself in negative terms. Comparing yourself with others could be another reason for your tension. You can talk to your friends about other things but try not to talk about preparation as you already know that it increases your stress level which ultimately affects your preparation.

17. *My back starts aching when I sit on chair for a long time and thus my concentration fades. What can be done?*

Ans- You can alternate your place of studying by sitting on a chair for some time followed by sitting either on bed or on floor, whichever makes you feel comfortable. Take small breaks between longer hours of study.

18. *I keep on munching something when I study. Is it ok?*

Ans- This is the common thing we do. Munching is not a problem, if what you are munching is not something oily, fried, fast food etc.



19. *Just one month is left for examinations. Is it too late for starting preparations?*

Ans- Even if you start preparing now at your best level, you can do a lot. So start your preparation by making time table, looking for scoring chapters, easier chapters, prioritize accordingly. It's never too late. It's all about time management.

20. *Should I totally stop watching TV during my preparation days?*

Ans- If it is one of your stress reduction techniques then you can watch TV for some time but not for hours. It will help you in regaining your concentration to study well after a break.

21. *For how many hours should I study?*

Ans- The study hours will vary on your concentration span. You can keep studying till you don't lose your concentration and then take a short break. Also make an effective study plan before you sit down to study and you can continue studies till you achieve assigned targets for a day.

22. *Does studying late at night always ensure good marks?*

Ans- There is nothing like that. Whether your study at night or in day, what matters is not the time of the day but what you study. 7-8 hours of sleep is biologically essential for rejuvenation.

23. *Does studying from guides help?*

Ans- Studying from guides helps you in getting an idea about different kind of questions, important questions, previously solved papers, sample papers to help you in preparing which helps you in having a clear picture about the examination and thus reduces your fear.



24. *If I have not scored good marks in pre- boards then will I be able to get good marks in boards?*

Ans- There is no such criteria. Start focusing on the mistakes you have made in your pre board examinations. Get answers about the question you were not able to attempt, take help from your peers, and teachers to know about the way answer should have been attempted, what could have been done to score well. If you were not able to attempt pre board examination completely then try to learn about time management.

25. *What if I do not get marks according to my parent's expectations?*

Ans- Always remember that these are not your last examinations, try and reflect upon the probable causative factors and also ensure that your parent's expectations match with your personal abilities and competence and then communicate this to them.

26. *How many revisions should I need before the actual examination?*

Ans- We forget about 80% of what we learn in 24 hours. So first revision should be within 24 hours. Then second should be within 72 hours. Third – in a week, fourth- fortnight. Before the examination, in total there should be at least 2-3 revisions.

27. *How should I prepare a good time table? My time table does not seem to work.*

Ans- Perhaps your timetable does not cater to your individual needs i.e. once concentration span, sitting capacity, learning style and course to cover. Also remember to incorporate the knowledge of best study times for you i.e. are you a morning person, who is able to study comfortably during morning hours or night person, who can comfortably study late at night.



28. *Is good handwriting a must for getting good marks?*

Ans- Good handwriting is like a bonus in getting good marks. At this point of time, you can't improve your handwriting but you can try to make it legible so that examiner does not get frustrated and give a try to read your answer. Planning your answer before you start writing finally will minimize extensive crossing out and changes.

29. *I can't study early in morning. Will my preparation suffers from this?*

Ans- First understand whether you are an owl or a lark. If you can study late at night but cannot feel fresh when you get up early to study then you must sleep late after studying and get up later in the morning. It's you who have to decide, when you can study well.

30. *Whatever I have prepared, I am not confident of remembering it till my examination day. It is making me tensed. What should I do?*

Ans- To start with, you should preview the test by going through old papers to avoid any unexpected surprises and anxiety. Be very much clear with the time allotted for attempting paper. Moreover, you should not have unrealistic expectations from yourself. Understand that going to the examination hall with a blank mind is a good sign. At least taking six hours of sleep before the examination is essential thing to do.

31. *I'm just too tensed that I am not able to sleep. Is it ok if I take sedative pills to sleep?*

Ans- No, don't try sedative pills. To sleep well, try these outs-

- Try to keep a fixed time every night for sleeping as far as possible.
- Avoid afternoon prolonged sleeping; a short nap may be helpful.
- One hour before bed-time avoid stimulating your sensory system by too much noise like loud music, too much TV, arguments or fights.
- Three hours before sleep time avoid taking any food or liquids,



which contain caffeine, like aerated coal drinks, drinks containing chocolate.

32. *What if I do badly in examinations?*

Ans- Try the following tips:

- Judging your self harshly now won't help you do better in the future.
- Take the position of an observer. What if a good friend told you he had failed? Would you call him a failure?
- Most probably you would emphasize his good points and help him put the situation in perspective.

33. *How do I deal with my family's disappointment if my results are not good?*

Ans- Communication with family members is very important.

- Be open and honest with them.
- Share what you feel about the result and what you think went wrong.
- Reassure them of your concern and efforts.
- Do not have a negative bias against your parents because sometimes they need more reassurance than you do.

34. *What if I don't get the marks I'm expecting?*

Ans- Following tips are easy to adopt:

- Concentrate on your achievements and be realistic about your expectations as well.
- Usually we know when we have made a mistake, so take these into account while drawing up expected marks.
- The option of rechecking is always open.

35. *I've heard of irregularities in the assessment system. What if my marks are adversely affected?*

Ans- Have faith in the system. There will always be rumors about unfair checking, but one cannot ignore the fact that results over all these years have more often than not, been fair.



36. *I've read that exercise is good to be done during examinations. Is it true? What does it do?*

Ans- The fact is that exercise is all the more necessary during examination time because not only is it a “stress buster” but also has many other health benefits needed to keep fit during examination. As with any a machine to keep in good running condition, it requires maintenance or it will develop problems in various parts or rust due to disuse. Similarly if all our body parts are not moved effectively, as in exercise, the body parts will fail and then you will get physical problems like lack of stamina, excessive sleep, headache, muscle pains, fatigue etc. You will also get mental problems like feeling low or depressed, inability to concentrate, poor memory etc. Various advantages of doing exercise are-

- Regular aerobic exercise releases some good chemicals in our body- These make you feel happy.
- They counter the effects of stress, depression and anxiety that all students suffer from during examination time.
- So after exercising you get a “Natural kick” which is longer lasting and safe unlike drugs or stimulants like caffeine.
- It also helps you in weight loss and that will make you feel good about your self.

37. *Should spicy food be avoided in the days when preparing for board examinations?*

Ans- Yes, it should be avoided as it would make you feel lethargic, will produce acidity and many related stomach problems in addition to obesity. Finally, it will also hamper your concentration along with sluggishness in the examination timing.

38. *Why are studies so boring?*

Ans - Most of the times, we are quite aware of WHAT need to be studied. But we have never really thought of the WHY? Most of us thus see studying as just a means to an end, the end of course being a good grade or top marks. Now, when one feels, at the very outset itself, unsure about



this end point, how CAN one be enthusiastic about studying?! For instance, you are thinking to yourself, “I better study properly because I really must top the class this year”.... or, “I must get a first class or my parents will feel upset”..... then the natural next thought is, “Oh no, I doubt I can make it to those kind of marks! I might just do so badly that everyone will make fun of me, or be disappointed.....I guess it’s safer not to try. “You have one thing common with successful people – “a 24 hour day”. It’s how you see it that makes the difference”.

39. What would be a good way to handle this “allergy” to studying?

Ans - Just make sure that, in your thoughts, the act of studying is clearly separated from whether you think of yourself as “good” or “bad”. Do not evaluate yourself based on what marks you think you will get. Do not start feeling that your parents or teachers will love you or approve of you only if you do well in tests. They are just as happy with your best effort. Believe, this.....some of the workshops we plan to take with them will tell them so!

Also, tell yourself very clearly that there is no expectation at all that you should like the task at hand, i.e. studying. Just hang in there and stick to it, because it is one way to make it to a good career and ultimately, an independent life!

40. What is the most important thing when developing good study skills?

Ans - Well simply remember, the key is YOU..... the material or what you do with it. If you are motivated, confident and keen to make it to the next stage of life in your career, you are bound to do as well as you possible can. Also remember to keep your mind, sharp! It is all you have on your side, to win the game. The mind must be well rested so eat, well and sleep well. You need to be in good health to be able to concentrate. Also, some physical exercise preferably some outdoor activity in the fresh open air would help.

Students find it odd when they are told to “eat, sleep and exercise” rather



than “study, learn and reproduce” but it is a medical fact that a healthy mind can only be in a healthy body! So do not push yourself too hard. Rather, use good time management skills and ensure that you begin work well in time, so that you are not stressed out.

HELP FROM THE COUNSELOR.....ALWAYS AT YOUR DOORSTEP!

Counsellors play a crucial role in helping children as well as parents who encounter any sort of examination stress. There is no harm in visiting the counsellor to relieve oneself from the stressful situation. They serve as teachers and advisors. They help students to examine their personalities as well their problem, explore the various options and finally arrive at a workable strategy. Counseling sessions may entail long hours, it involves listening to facilitate the abilities of the students to think objectively without being swayed by emotions. Certain things to be kept in mind are:-

- A session or two with a counselor helps to make a perspective.
- Counseling usually involves a number of techniques customized to the needs and concerns of an individual.
- Counselor provides information about typical responses to stress and gives the student an opportunity to express feelings that he / she might find difficult to confide in others.
- Before meeting the counselor, the student/parent can make a list of difficulties and have a plan for addressing them one by one.
- You will be able to bounce your ideas off the counselor with the aim of choosing strategies that are most likely to succeed and avoiding actions that will make the situation worse.
- The counselor encourages the student to seek support from friends and family, also encourages to adopt a more positive attitude, to see opportunities that are latent in most of us.
- The counselor helps to discourage the student from viewing the situation as catastrophic with no resolution in sight.



KEY THOUGHTS TO PONDER

Key thoughts to ponder (i)

To make steady progress we must understand ourselves.

Good health is important for making progress in life.

Despite better health consciousness and facilities, more youngsters suffer from health problem.

A balanced diet provides the nutritional requirements of the body.

Exercise is as important as good nutrition.

Avoiding rest, relaxation and sleep is like burning a candle at both ends.

Family support ensures better emotional health to achieve our goals.

Key thoughts to ponder (ii)

Even average students can excel if they study effectively. Ensure the effectiveness of your work.

A timetable places a definite schedule of action before you.

The place of study sets one's mood for study. Make your place of study comfortable.

A comfortable chair and table are necessary for effective study.

A well-lit study place prevents eyestrain, headache and stress.

Avoid interruptions at study time. They are major time wasters.

Key thoughts to ponder (iii)

Habits are building blocks for both success and failure.

Good study habits ensure positive results.

A comfortable place of study sets the mood for study.

Those who enjoy studying learn quickly.

Concentration helps you study effectively.

Memorizing or mugging is not a good alternative to having a proper grasp of the subject.

Boredom is a state of mind. Achievers do not wait for inspiration. Good study habits ensure steady learning everyday.



“Life’s battles don’t always go to the stronger or faster man, but sooner or later the man who wins, is the man Who Thinks He Can”.

FINALLY THE 5 “A’S” FOR CONTROLLING THE EXAM STRESS:

Acknowledging

Appreciating

Alleviating

Altering

Avoiding.

1. **Acknowledging the stress and strain** - In everyday life, stress manifests as mental or physical tension, which you would rather not have. Recognize that stressors of various kind are inevitable and in the preparedness of life, one needs to learn to handle them. Examination is one of them.
2. **Appreciating what causes your stress** -Then, instead of blaming yourself or failing to cope, you enumerate and end up pinpointing the sources and then tackling that.
3. **Alleviating the pressures** is all about resorting to simple stress-busting techniques. Perhaps you have calming vision to look at when you need a mental escape from your surroundings. Or you may relax your muscle before you go to sleep.
4. **Altering your lifestyle** is the next step towards Exam Stress. Once you’ve seen the benefits of relaxation, it will encourage you to develop more permanent ways of reducing stress. If stress continues to be persistent,



either you haven't tried the major stress alleviating formulae or alternately you haven't kept them up long enough to deliver the needed result.

5. **Avoiding** – This last step is the toughest but also the most beneficial. You have to start avoiding stress increasing habits and burnouts. Completely avoid sleeping pills, smoking and “memory” pills etc. Avoid irregular eating, sleeping and sedentary habits which may compound the levels of stress.

What does it take to be a champion?

*Desire, dedication, determination, concentration
and.....*

The will to win

WISHING ALL
EXAMINATION GOING
STUDENTS
THE VERY BEST IN THEIR
PREPARATION
&
ALL TIMES AHEAD IN LIFE....



