

Govt. OF NCT OF DELHI: DIRECTORATE OF EDUCATION
EXAMINATION CELL, ROOM NO. 222-A
OLD SECRETARIAT, DELHI-110054

No.DE. 5/43/64/Exam/2018/235-240

Date: 13-02-2019

CIRCULAR

Sub.: Examination and Subject Specific Tips for Students Appearing in Board Examination-2019

It is expected that students of class X and XII are full of confidence and enthusiasm for appearing in CBSE Board Examination 2019 to be held with effect from 15.02.2019. CBSE Board Examinations are round the corner and students of both the classes would be busy in their preparation. At this final stage, they might have some queries/misconception related to the Board Examination.

For giving psychological support and to boost the morale of the students, Core Academic Unit of Exam Branch endeavours to contribute towards best possible performance of students in examinations.

In this regard, Team of Examination Branch with Subject Experts of Core Academic Unit have developed Examination Tips and Subject Specific Tips for the students of class X and XII.

All the Heads of Schools are hereby directed to download these tips (enclosed ANNEXURES – 1, 2 and 3) and provide to the all concerned subject teachers for making the students familiar with the 'Examination and Subject Specific Tips' and motivate them to follow these for securing better marks. Examination and Subject Specific Tips may also be displayed on School Notice Board and prominent place easily accessible to the students.

This issues with the approval of the Competent Authority.

Enclosure:

- ANNEXURE -1** (Common Examination Tips/Guidelines)
- ANNEXURE -2** (Subject Specific Examination Tips- Class X)
- ANNEXURE -3** (Subject Specific Examination Tips - Class XII)

S. Sain
13.2.19
(DR. SAROJ SAIN)
Addl.DE (Exam)

All Heads of Govt., Govt. Aided & Unaided Recognized Schools through DEL E

Copy to:

1. PPS, Secretary (Education)
2. PS, Director (Education)
3. All RDEs/DDEs (District & Zonal)/DEOs through DEL E
4. ADE (IT) to get it placed on DEL E
5. Guard File

Mukta Soni
13.2.19
(Ms. MUKTA SONI)
DDE (Exam)

COMMON EXAMINATION TIPS/ GUIDELINES FOR BOARD EXAMINATION
2018-19

CLASSES X & XII

The Following tips may help the students in scoring better:

POINTS TO PONDER BEFORE EXAMINATION:

1. Practice

- ↓ Devote plenty of time for practicing the questions.
- ↓ Focus on the examples and exercises given in the textbooks particularly the highlighted portions of the NCERT textbooks.
- ↓ Practice through worksheets prepared by the teachers from the scoring chapters.
- ↓ Practice the sample Question Paper of three hours and fix the target to complete it within the time limit.
- ↓ Try to attempt sample papers of two subjects in a day.

2. Revision regime

- ↓ Prepare a time table for each subject and work on it honestly.
- ↓ Revise the chapter wise bullet notes given in the support material and class notes.
- ↓ Devote extra time on focused areas in the syllabus.

3. Strategy to attempt Long questions

- ↓ While learning long answers, break down the long text into simple paragraphs and points.
- ↓ Use flow charts, pictorial representations and abbreviated forms to memorize difficult topics.

4. Previous year question papers

- ↓ Practice previous year question papers and CBSE Sample papers to have a fair idea about the style and pattern of the question paper of exam.
- ↓ Refer to Model answer sheets available on the CBSE website to understand the required presentation of answers (Under Exam Related Material) using the following link :
http://cbse.nic.in/curric_1/model2018/modelanswers2018.html

5. Balanced Diet and lifestyle tips

- ↓ Eat home cooked healthy meals. Drink enough water. Sleep well before the exam.
- ↓ Remember to exercise and meditate after long and tiring practice sessions.
- ↓ A relaxed mind can solve questions faster and accurately.

6. Preparation for the day

- ↓ Make sure to carry everything required for the examination: *admit card, identity proof and stationary permissible for Board Examination.*
- ↓ Reach examination centre at least 30 minutes before the commencement of exam.

REMEMBER THESE POINTS WHILE YOU ATTEMPT THE QUESTION PAPER

1. Use the first 15 minutes effectively

- ↓ As per CBSE, 15 minutes will be given to student only for reading the question paper .Read all the questions carefully and full of concentration.
- ↓ While reading, mark the questions into categories - easy, manageable and tough.

2. Prioritize your attempt

- ↓ Always attempt the easy questions first and then move on to the manageable ones.
- ↓ Ensure that you complete them before taking on the difficult ones

A. Jain

3. Select your options wisely

- ✚ Make sure to attempt all the questions and its parts.
- ✚ In certain questions you will be provided multiple choices or options. Do not hurry. Choose the easy option carefully.

4. Use simple language

- ✚ Write within the word limit. Use to the point and easy to *understand language*, quote examples and draw diagrams where necessary.
- ✚ Mention the question number and the part number.
- ✚ Don't forget to write SI Units/other units wherever required.
- ✚ Understand the language of the question before you start writing.

5. Legible Handwriting

- ✚ Write in legible handwriting with proper margins. Avoid cuttings and using whiteners
- ✚ Use pencil and scale to draw the figures.
- ✚ Avoid overwriting

6. Keep an eye on your watch

- ✚ Divide the three hours according to the sections and check time regularly.
- ✚ Ensure speed and accuracy.
- ✚ Complete the question paper on time.

7. Revise your answers

- ✚ Ensure that all the additional sheets, Maps etc. are properly tied in sequence.
- ✚ Keep 10 minutes in the end to revise your answers for removing the mistakes.

S. Jain
13.2.19

SUBJECT SPECIFIC TIPS (CLASS-X)**ENGLISH****Section A (Reading):**

- Read the passage carefully and grasp the main theme of the passage.
- Write to the point answers

Section B (Writing and Grammar):

- The 'format' plays an important role in scoring marks in the writing section. So, carefully remember the format.
- Plan, organize and present ideas with grammatical accuracy, appropriate words and spellings, coherence and relevance.
- Have a clear understanding of how to write letters, what to write in first, second and third paragraphs.
- Solve the grammar passages by reading them carefully and understanding the meaning. Do not fill the blanks randomly without comprehending the questions/passage.

Section C (Literature):

- Prepare each lesson carefully. Read word by word, understand and memorize the value points.
- Do not forget to memorize the names of the chapters and their authors with correct spellings.
- Learn the central theme/idea of the lesson.
- Write the answers with grammatical accuracy, appropriate words, correct spellings, coherence, relevance and good expression.

Time management:**Section A:**

- Passage Question 1- 20 minutes
- Passage Question 2- 20 minutes

Section B:

- Two questions from the writing section- 20 minutes each (20X2= 40)
- Three questions from the grammar section- 10 to 15 minutes

Section C:

- One extract from the textbook- 10 minutes
- Five short answer type questions- 30 minutes
- One long answer type question from the textbook (8 marks) - 10 minutes
- One long question from the novel (10 marks) -10 to 15 minutes

हिंदी

- अधिक अंक वाले प्रश्नों को प्राथमिकता दें, जैसे निबंध, पत्र आदि। निबंध के प्रश्नों को हल करते समय उसके संकेत बिन्दुओं का ध्यान रखें और लेखन में प्रत्येक संकेत बिंदु को पैराग्राफ रूप अवश्य शामिल करें।
- अपठित गद्यांश, अपठित पद्यांश के प्रश्नों को सावधानीपूर्वक हल करें, गद्यांश अथवा पद्यांश को कम से कम दो बार अवश्य पढ़ें तथा पूछे गए प्रश्नों को समझकर ही उसका उत्तर लिखें। पद्यांश के प्रश्नों का उत्तर लिखते समय हबहू काव्य-पंक्तियाँ न लिखें, उसका उत्तर प्रश्न के अनुसार अपने शब्दों में लिखने का प्रयास करें।
- विज्ञापन, संवाद लेखन में मौलिकता और कुछ नयापन रखने का प्रयास करें।
- प्रश्नों के उत्तर में अनावश्यक विस्तार से बचें, सिर्फ उतना ही लिखें जितना पूछा गया है।

SUBJECT SPECIFIC TIPS (CLASS-X)**हिंदी**

- अधिक अंक वाले प्रश्नों को प्राथमिकता दें, जैसे निबंध, पत्र आदि। निबंध के प्रश्नों को हल करते समय उसके संकेत बिन्दुओं का ध्यान रखें और लेखन में प्रत्येक संकेत बिंदु को पैराग्राफ रूप अवश्य शामिल करें।
- अपठित गद्यांश, अपठित पद्यांश के प्रश्नों को सावधानीपूर्वक हल करें, गद्यांश अथवा पद्यांश को कम से कम दो बार अवश्य पढ़ें तथा पूछे गए प्रश्नों को समझकर ही उसका उत्तर लिखें। पद्यांश के प्रश्नों का उत्तर लिखते समय हुबहू काव्य-पंक्तियाँ न लिखें, उसका उत्तर प्रश्न के अनुसार अपने शब्दों में लिखने का प्रयास करें।
- विज्ञापन, संवाद लेखन में मौलिकता और कुछ नयापन रखने का प्रयास करें।
- प्रश्नों के उत्तर में अनावश्यक विस्तार से बचें, सिर्फ उतना ही लिखें जितना पूछा गया है।

संस्कृत

- अपठित गद्यांश को कम से कम 2-3 बार अवश्य पढ़ें तथा प्रश्नों को सावधानीपूर्वक हल करें। पूछे गए प्रश्नों को समझकर ही निर्देश के अनुसार उत्तर लिखें। पठित गद्यांश, पद्यांश और नाट्यांश के प्रश्नों का उत्तर लिखते समय पंक्तियों को यथावत् न लिखें। उसका उत्तर प्रश्न के अनुसार अपने शब्दों में ही लिखें।
- अपठित गद्यांश वाले प्रश्नों में शीर्षक प्रदान करने वाले प्रश्न को अवश्य करें।
- पत्र लेखन में अवश्य ध्यान रखें कि पत्र किसके द्वारा और किसे लिखा जाना है। औपचारिक और अनौपचारिक पत्र के प्रारूप का विशेष ध्यान रखें।
- चित्र वर्णन तथा अनुच्छेद लेखन के प्रश्नों के उत्तर छोटे-छोटे वाक्यों में दें।
- व्याकरणगत अशुद्धियों से बचें एवं सरल भाषा का प्रयोग करें। प्रचलित शब्दरूप, धातुरूप, प्रत्यय आदि का ध्यान रखें।

ENGLISH**Section A (Reading):**

- Read the passage carefully and grasp the main theme of the passage.
- Write to the point answers

Section B (Writing and Grammar):

- The 'format' plays an important role in scoring marks in the writing section. So, carefully remember the format.
- Plan, organize and present ideas with grammatical accuracy, appropriate words and spellings, coherence and relevance.
- Have a clear understanding of how to write letters, what to write in first, second and third paragraphs.
- Solve the grammar passages by reading them carefully and understanding the meaning. Do not fill the blanks randomly without comprehending the questions/passage.

Section C (Literature):

- Prepare each lesson carefully. Read word by word, understand and memorize the value points.
- Do not forget to memorize the names of the chapters and their authors with correct spellings.
- Learn the central theme/idea of the lesson.
- Write the answers with grammatical accuracy, appropriate words, correct spellings, coherence, relevance and good expression.

Time management:**Section A:**

- Passage Question 1- 20 minutes
- Passage Question 2- 20 minutes

Section B:

- Two questions from the writing section- 20 minutes each (20X2= 40)
- Three questions from the grammar section- 10 to 15 minutes

Section C:

- One extract from the textbook- 10 minutes
- Five short answer type questions- 30 minutes
- One long answer type question from the textbook (8 marks) - 10 minutes
- One long question from the novel (10 marks) -10 to 15 minutes

MATHEMATICS

- Write all the formulas which you have learnt and applied during practice, on a paper and should read them once a day till the day of board exam.
- While attempting the paper in the exam take at least three rounds of reading during the reading time and mark them.
 - **Round one:** Attempt those questions in which you are sure of getting right answers.
 - **Round two:** Attempt those questions in which you are not very sure of getting right answers.
 - **Round three:** Those questions about which you do not know anything and you just want to try them
- Do not leave any question unattempted.
- In Theorems also write
 - Given
 - To Prove
 - Construction
 - Proof of the Theorem
- In word problems read the questions again and again in small portions just to understand the statement. Think what is given in the question? And what is there to find out? After that think about what formula of method can be applied?

SCIENCE

- Read your notes thoroughly and give a sufficient writing practice to them.
- Practice diagrams of the related chapters (Ch-6, 7, 8,10,11,12 &13) everyday till your exam.
Use pencil for the diagrams and its labeling in the answer sheets.
- Read all the Practicals in depth (Aim, Principle, Observation and Precautions) for attempting Practical Based Questions (PBQ) conveniently.

SOCIAL SCIENCE

- Must fill the map and attach it with the answer book.
- Do not attempt any extra question especially questions of internal choice.
- Answer the question of comparison or distinguish in a tabular form (if possible) and answer long answer type question in headings.

SUBJECT SPECIFIC TIPS (CLASS-XII)**हिंदी**

- अधिक अंक वाले प्रश्नों को प्राथमिकता दें, जैसे निबंध, पत्र आदि। [निबंध के प्रश्नों को हल करते समय उसके संकेत बिन्दुओं और शब्द-सीमा का ध्यान रखें और लेखन में प्रत्येक संकेत बिंदु को पैराग्राफ रूप अवश्य शामिल करें।]
- अपठित गद्यांश, अपठित पद्यांश के प्रश्नों को सावधानीपूर्वक हल करें, गद्यांश अथवा पद्यांश को कम से कम दो बार अवश्य पढ़ें तथा पूछे गए प्रश्नों को समझकर ही उसका उत्तर लिखें। पद्यांश के प्रश्नों का उत्तर लिखते समय हुबहू काव्य-पंक्तियाँ न लिखें, उसका उत्तर प्रश्न के अनुसार अपने शब्दों में लिखने का प्रयास करें।
- संचार माध्यम के प्रश्नों को हल करते समय शब्द-सीमा का ध्यान रखें। प्रश्नों के उत्तर में अनावश्यक विस्तार से बचें, सिर्फ उतना ही लिखें जितना पूछा गया है।
- कवि/लेखक की जीवनी वाले प्रश्न में लेखक के व्यक्तित्व के साथ उसके कृतित्व का भी पूरा परिचय दें। सप्रसंग व्याख्या के लिए संदर्भ, प्रसंग, व्याख्या, विशेष आदि के क्रम का ध्यान रखें।
- काव्य-सौन्दर्य के प्रश्न में भाव-सौन्दर्य के साथ भाषा की सौन्दर्यगत विशेषता को भी अवश्य शामिल करें।

संस्कृत

- अपठित गद्यांश को कम से कम 2-3 बार अवश्य पढ़ें पूछे गए प्रश्नों को समझकर ही निर्देश के अनुसार उत्तर लिखें। पठित गद्यांश, पद्यांश और नाट्यांश के प्रश्नों का उत्तर लिखते समय पंक्तियों को यथावत् न लिखें। उसका उत्तर प्रश्न के अनुसार लिखें।
- औपचारिक और अनौपचारिक पत्र के प्रारूप का विशेष ध्यान रखें।
- अनुच्छेद लेखन के प्रश्नों के उत्तर छोटे-छोटे वाक्यों में दें।
- व्याकरणगत अशुद्धियों से बचें एवं सरल भाषा का प्रयोग करें। प्रचलित शब्दरूप, धातुरूप, प्रत्यय आदि का ध्यान रखें।
- संस्कृतसाहित्य-परिचय के अभ्यासप्रश्नों को अवश्य हल कर लें।

ENGLISH

- While attempting Note making, do not write complete sentences. Use short phrases.
- For summary don't copy paste lines from the passage. Write in your own words.
- Writing Notice/ Advertisement/Poster/ Invitation in a box should be preferred.
- It is preferable to have at least 3 paragraphs in writing skills questions like Letter/Debate/Speech/Article/Report writing to give introduction, details and suggestions.
- Make sure to write the heading of Notice/Advertisement/Article/Report.
- While attempting questions of Poem extract, copying the lines of the extract as answer is a bad practice. Remember the name of the Poem and the Poet along with the poetic devices.

POLITICAL SCIENCE

- Attempt all the questions section –wise.
- Language of the answer must be simple, clear, precise and to the point.
- Instead of attaching Map in the answer sheet draw table as per the table instructions given in the question and practice to write the correct answer as per the desired tabular format.
- Practice to answer cartoon/picture based questions and adheres to word limit as per weightage.

HISTORY

- Use Mnemonics to remember long points/lengthy information.
- Use timeline to remember concepts.
- Consult map while studying specific topic for example Magadha and Maurya Empire. If the same is studied in consultation with map, it helps in pictorial memorization and identification of location in map.

HOME SCIENCE

- Prepare statement based, case study type and picture based questions very thoroughly.
- Practice illustrations and diagrams of Standardization Marks given to different foodstuffs, consumer products and fabrics, Laundry symbols, Food labels, Elements of art and principles of design, Clothing labels, logo of MGNREGA.
- Special emphasis should be given on these topics-Specific issues and concerns of adolescents, Anger management, care of elderly, Importance of meal planning, Diet modification at different stages, Common adulterants
- Learn difference in types of income, Comparison of various investment schemes, Consumer problems and aids, Steps of filing complaint in consumer court, Storage of clothes, Water safety, MGNREGA and DWCRA, Career options in Home Science.

PHYSICS

- The student must understand and learn derivations of each chapter. Should do sufficient written practice of Derivation.
- They must practice to solve the numerical (examples) given in the NCERT Book.
- They must practice for diagram/graph based questions given in question papers of past five years CBSE papers.
- Revise the formulae of the whole syllabus once in a day.
- Key points in answers must be underlined.

CHEMISTRY

- Learn chemical equations in the form of flow-chart.
- Learn p-block and d- and f- block for 1 and 2 marks questions.
- Make a table to learn the topic well in case of polymers and chemistry in everyday life.
- For chapter 1, 2, 3 and 4 on physical chemistry, learn important formula for solving numerical problems. First write correct formula and then solve the numerical.
- Be focused on specific chapters instead of covering all chapters.
- Reaction mechanism must be thoroughly revised i.e. SN^1 , SN^2 , β elimination nucleophilic addition of carbonyl components, Dehydration of alcohol etc.
- Remember 20 – 25 name reactions from NCERT books.
- For coordination compounds, prepare a chart of isomerism.

MATHEMATICS

- Do enough written practice and do not cram a night before exam.
- In order to do well in Mathematics you need to read the question, understand it thoroughly, and then apply the method/theorem/formula as required.
- Know the question paper pattern. Put extra effort in chapters that have high weightage and these chapters must be mastered.
- Practice mock test papers and revise the formulae thoroughly. Do proper revision before and enter the examination hall with an air of confidence.
- Write a solution with a formula applied coding on the right hand side of steps of solution. At last write solution in a box.
- Be Neat and accurate in your exam, always look at what is asked in the question and also the number of marks allocated to it. Devote the time accordingly.
- Do the rough work in a margin.
- Revise the answer sheet before submission.

ECONOMICS

- Diagrams must be drawn in only those questions in which it is required/ mandatory. So, try to avoid diagrams in those questions in which it is not asked in question paper.
- In statements based questions suitable reasons should be given because it is mandatory otherwise no marks are awarded.
- In numerical questions, first of all correct formula should be written and then question should be solved stepwise.
- Special attention should be paid on long answer questions e.g. questions related to consumer's equilibrium, producer's equilibrium, chain effects of change in demand and supply, inflationary gap and deflationary gap, objectives of budget etc.

ACCOUNTANCY

- While making formats of Journal/ Ledger/Balance sheet or any statement use pencil first and not the pen.
- Do not forget to write Dr., Cr., Narrations in journal entries and sign of new Indian rupee symbol.
- Special emphasis should be given on these topics- Not-for-Profit Organization (treatment of subscription and consumable items), items to be shown in balance sheet under different heads and sub heads, Comparative and Common Size Statement, Ratio Analysis, Partnership Fundamentals(past adjustment and guarantee), dissolution (journal entries) topics.

BUSINESS STUDIES

- To solve case studies, read the case study carefully to understand the questions. Write answers by applying the concept.
- Special emphasis should be given to these important topics - Coordination, Fayol's & Taylor's principles of management, Dimensions of business environment, Delegation & Decentralization, Recruitment and Selection, Leadership and Communication, Money Market & Capital Market, SEBI, Marketing Mix, Sales Promotion Techniques, Rights and Responsibility of Consumers and Redressal Machinery.
- Write your answers in points and use illustrations like charts, graphs and cartoons wherever required.