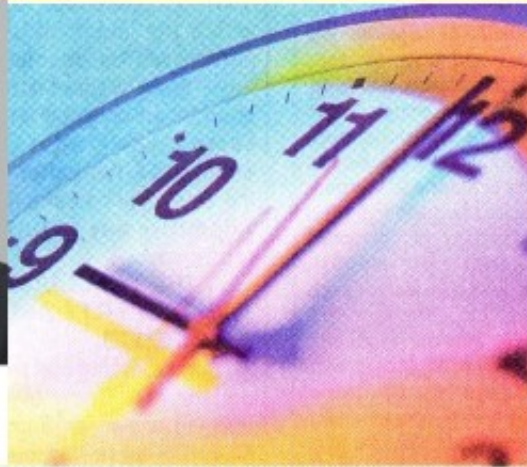


March 08, 2010



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Time management

While writing an exam, it is important to distribute the available time well, amongst the various sections

pared to others. It is best to spend a minute, to understand the question well, planning the answer and then start writing. Planning the answer can definitely improve the writing speed and help to write the perfect answer.

2. WRITE WELL: Much to everyone's amazement, the advertisements of pens do make sense, as the writing speed to some extent depends on the writing instrument uses. Students should never experiment with pens during their exams. They should use the same pen with which they have written and are comfortable with. Smooth flowing pen with a proper grip and the ball points that don't skip should be chosen to write. All these lead to the time-planning.

3. DO NOT OVERDO IT: Reading the answer-sheets again and again often becomes a barrier for writing speed. It's feasible to check the answer paper when the paper has been completed, rather than in the middle of writing.

4. DON'T GET CARRIED AWAY: As soon as the question paper arrives the students get carried away with the topic they know well. It is acceptable to answer the known questions first but some students keep on writing for the same question. By the time, they realise

that they have no time left to answer other questions, it may be too late. They forget that they can only get the maximum marks allotted to that question despite how much they write, and they would be missing out on scoring elsewhere. Advices Michael Vaz, author of various management books and faculty at Mithibai college of Commerce, "Don't fall in love with your own writing. Write what is required. Give full stop even if the sentence is incomplete (not literally)."

5. JUST PRACTICE: Writing practice will not only increase confidence and reduce errors but will also enhance the writing speed. Using timers to record the writing speed, may work well. According to Vaz, "We all know that the adage goes 'Practice makes a man perfect' but actually I think 'Perfect' practice would make a man perfect," Agrees Vikas Jain, an H.S.C student of Mithibai College, "I have a habit to write and learn. I keep on writing answers until they are firmly set in my brains. This habit has made me a fast writer. Till date I have managed to complete all my all exam papers." Heartening indeed. Some amount of planning and a few easy steps can go a long way in a good performance and great results.

— AMI GANDHI

IT is often that students have come out of the examination centre thinking, "If I could only write fast!" or the more familiar "I shouldn't have spent much time on that question." The information that one has been cramming up the night before the exam simply is not enough - at least it does not guarantee the ability to complete the exam-paper on time. Despite studying well, not being able to manage the time while writing the paper, once inside the exam-hall, is a common occurrence. It leads to the students not being able to finish all the questions in time, thus, translated into low-scores. It is not a very difficult problem and can be managed quite easily. The way out would be to improve the writing speed and manage the exam time well.

Here are some ways to do this and emerge with high scores:

1. PLAN WELL: If one is well prepared and organised he/she can write much quicker. It is a known fact that the answers that are known well and have been practiced well, are attempted better and faster com-

SELF HELP