

**Govt. OF NCT OF DELHI: DIRECTORATE OF EDUCATION**

**EXAMINATION CELL, ROOM NO. 222-A**

**OLD SECRETARIAT, DELHI-110054**

No.DE.5/43/04/Exam/2020/261-264

Date: 13.02.2020

**CIRCULAR**

**Sub.: Examination and Subject Specific Tips for Students Appearing in Board Examination-2020.**

It is Examinations time again and students of classes X and XII are prepared for the forthcoming CBSE Board Examination 2020, to be held with effect from 15.02.2020. It is the time when students need moral and educational support to enhance their confidence to write their exams.

Core Academic Unit of Exam Branch endeavours to equip the students so that they may shine through their exams and pass with flying colours. In this regard, team of Examination Branch with Subject Experts of Core Academic Unit has developed Examination Tips and Subject Specific Tips for the students of classes X and XII.

All the Heads of Schools are hereby directed to download these tips (enclosed ANNEXURES – I, II and III) and provide to all the concerned subject teachers with direction to make the students familiar with the 'Examination and Subject Specific Tips' and motivate them to follow these for securing better marks. Students of board classes should be informed about the Subject Specific Tips during morning assembly. Examination and Subject Specific Tips may also be displayed on School Notice Board and a prominent place that is easily accessible to the students.


This issues with the approval of the Competent Authority.

**Enclosure:**

**ANNEXURE -I** (Common Examination Tips/Guidelines)

**ANNEXURE -II** (Subject Specific Examination Tips- Class X)


**ANNEXURE -III** (Subject Specific Examination Tips - Class XII)

  
13.2.2020  
(DR. SAROJ SAIN)  
Addl.DE (Exam)

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

Copy to:

1. PA to Director (Education)
2. All RDEs/DDEs (District & Zonal) through DEL E
3. ADE (IT) to get placed on the website of the department.
4. Guard File

  
13.2.2020  
(Ms. MUKTA SONI)  
DDE (Exam)

**COMMON EXAMINATION TIPS/ GUIDELINES FOR BOARD EXAMINATION 2019-20****CLASSES X & XII**

The Following tips may help the students in scoring better:

**Strategies to contemplate before examination:****1. Practice**

- Be familiar with the question paper design of CBSE.
- Devote plenty of time for practicing the questions.
- Plan practice session with short intermediate breaks.
- Focus on the examples and exercises given in the textbooks particularly the highlighted portions of the NCERT textbooks.
- Practice through worksheets, mind maps /concept maps prepared by the teachers from the scoring chapters.
- Practice the sample Papers/ Practice Papers 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 With Proper Time Management**

- Prepare a time table for each subject and work on it honestly specially for subject with less no. of preparatory holidays.
- Display your time schedule and daily target with must to do topics.
- Revise the chapter wise bullet notes given in the support material and class notes.
- Devote extra time on focused areas in the syllabus.
- Sufficient time should be devoted to the self study
- Organize study groups with friends and discuss the chapter key points.

**3. Strategy to attempt Long questions**

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

**4. Strategy to attempt objective type question**

- Objective type questions will be asked in this year exam in most of the subjects. These are very crucial.
- Read all the questions and options carefully before answering
- Be extra vigilant to write correct serial number of question while answering.
- If one thinks the first option is correct, make sure that last option is not "All of the above" or "None of the above".
- Adhere to time limit , especially in objective type questions.
- Follow the method of elimination, if confused about the correct answer

*A Jain*

- Spend not more than approx 2 minute per question and write only the answer in the answer sheet.

#### 5. Previous year question papers

- Practice previous year question papers and latest CBSE Sample papers to have a fair idea about the style and pattern of the question paper.
- Refer to Model answer sheets available on the CBSE website & DoE 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>) & ([http://edudel.nic.in/welcome\\_folder/answerscripts\\_2019.htm](http://edudel.nic.in/welcome_folder/answerscripts_2019.htm))

#### 6. Balanced Diet and lifestyle tips

- Eat home cooked healthy & light 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.
- Take regular break.

#### 7. Preparation for the day

- Make sure to carry everything required for the examination: Admit Card, School Identity Card, blue ink pen and stationary permissible for Board Examination.
- Be confident and positive In case of stress, take long break and relax.

#### 8. Filling of Roll No. in Answer Sheet

- There are 7 (seven) ovals/boxes in OMR answer sheet whereas CBSE Roll No. is of eight digits Ex. 17865842
- Fill the Roll No as described below. Write the first digit out of the boxes / ovals.

1	7	8	6	5	8	4	2
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- Do not use whitener while filling the ovals / boxes in OMR Sheet.

#### 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 with 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.

##### 3. Select your options wisely

- Make sure to attempt all the questions and its parts.
- In certain questions you will be provided with choices/options. Do not hurry. Choose the easier option carefully.

*J. Jain*



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 correctly.
- 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 a sequence.
- Keep 10 minutes in the end to revise your answers for removing the mistakes.

*A. Fair*  
13.2.2020

**Subject specific tips class- X****Hindi**

- प्रश्न-पत्र प्रारूप को ध्यानपूर्वक देखें और इसमें किए गए परिवर्तनों पर विशेष ध्यान दें। (प्री बोर्ड के प्रश्नपत्र को देखें)
- अधिक अंक वाले प्रश्नों को प्राथमिकता दें, जैसे निबंध/अनुच्छेद, पत्र आदि। निबंध/अनुच्छेद लिखते समय उसके संकेत बिन्दुओं का ध्यान रखें और लेखन में प्रत्येक संकेत बिंदु को पैराग्राफ के रूप में अवश्य शामिल करें। पत्र लिखते समय प्रारंभ और अंत की औपचारिकता को स्पष्ट लिखें।
- अपठित गद्यांश के प्रश्नों को सावधानीपूर्वक हल करें, गद्यांश को कम से कम दो बार अवश्य पढ़ें तथा पूछे गए प्रश्नों को समझकर ही उसका उत्तर यथासंभव अपने शब्दों में लिखें। पठित काव्यांश के प्रश्नों का उत्तर लिखते समय ह्रस्व काव्य-पंक्तियाँ न लिखें, उसका उत्तर प्रश्न के अनुसार अपने शब्दों में लिखने का प्रयास करें।
- पाठ्य- पुस्तकों के प्रश्नोत्तर लिखते समय शब्द-सीमा का ध्यान रखें इससे आपको अन्य उत्तर लिखने के लिए समय मिलेगा और आप सभी प्रश्नों का उत्तर लिख पाएँगे।
- व्याकरणिक प्रश्नों यथा रचना के आधार पर वाक्य परिवर्तन, वाच्य परिवर्तन, पद-परिचय के लिए पहचान और प्रयोग का अभ्यास अवश्य करें। प्रत्येक रस और उसके स्थायी भाव को अवश्य जानें। शृंगार रस, वीर रस और हास्य रस का एक-एक उदाहरण अवश्य स्मरण करें।
- विज्ञापन में मौलिकता और कुछ नयापन रखने का प्रयास करें।

**Sanskrit**

- अपठित गद्यांश को 2 से 3 बार पढ़कर तथा निर्देशानुसार संक्षिप्त एवं सरल भाषा में दें। गद्यांश के शीर्षक पाठ से सम्बंधित एवं अत्यंत संक्षिप्त लिखें।
- पत्र लेखन के प्रारूप के अनुसार उत्तर लेखन का अभ्यास करें।
- रिक्तस्थान पूर्ति के सम्बन्ध में विशेष सावधानी बरतें तथा मञ्जूषा से चयनित शब्दों की वाक्य में सार्थकता की जांच अवश्य करें। सभी रिक्तस्थानों की पूर्ति उचित शब्दों को सुनिश्चित करके ही उत्तर पुस्तिका में उत्तर लिखें।
- व्याकरणगत अशुद्धियों से बचें एवं सरल भाषा का प्रयोग करें। वाक्य में कर्ता और क्रिया के पुरुष, वचन और लिंग आदि की दृष्टि से संगति का ध्यान रखें। इसी तरह विशेषण और विशेष्य के लिंग, वचन और विभक्त भी समान होनी चाहिए।
- प्रश्नों के उत्तर अपनी भाषा शैली में लिखें पुस्तकीय भाषा का यथावत अनुकरण आवश्यक नहीं है।।

**ENGLISH****Section A (Reading):**

- Read both the passages carefully and underline the main points at the time of reading the passage. Grasp the main theme before writing answers.
- Write to the point answers for very short answer (VSA) type questions and choose from multiple choices carefully.

**Section B (Writing and Grammar):**

- The 'format' plays an important role in scoring marks in the writing section. So, carefully remember the format, including the subjects/ title /heading and moral.

- Plan, organize and present ideas with grammatical accuracy, appropriate words and spellings, coherence and relevance using good expression.
- Solve the grammar questions by reading them carefully. Do not attempt randomly without comprehending the questions. Revise all structures of grammar thoroughly.

### **Section C (Literature):**

- Prepare each lesson carefully, understand and memorize the value points. Be well versed with the central idea and character sketches.
- Do not forget to memorize the names of the lessons and their authors with correct spellings.
- Write to the point answers/ covering apt points.

### **Mathematics**

- Revise the suggestive topics ('Must to Do' topics such as Construction, Coordinate Geometry, Probability, Theorems etc as per circular No.DE.5/223/Exam/2018/1418-1422 dated 15/10/2019).
- 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.
- Read the question paper during the reading time thoroughly and prioritize your attempt.
  - **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
- Graphs and figures can help you to score more marks, draw them neatly.
- 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?
- There are 20 questions of 01 marks try to answer these questions in minimum numbers of steps preferably in one step only.
- Do the rough work on the margin of the same page of the question.

### **SCIENCE**

- Revise the suggestive topics (Must to Do topics as per circular No.DE.5/223/Exam/2018/1418-1422 dated 15/10/2019).
- Give sufficient writing practice to your notes and important questions.
- Practice the labeled diagrams of the related chapters (CH-6,7,8,10,11,12 &13)
- Use pencil for the diagrams in the answers sheets.
- Go through all the activities thoroughly (Ch-1, 2, 3, 4, 10 & 13 specifically).
- Attempt the question paper as per your strength and preferably in section wise order.

## SOCIAL SCIENCE

- As the number of questions rose to 35 this year so prioritize your attempt in reading time.
- Attempt first 20 objective type questions at one place.
- For Assertion and Reason based questions read the two statements independently and look if both of them are correct or not. If both of them are correct than analyse if absence or presence of reason statement make an impact on the assertion sentence. If Yes - than correct explanation and if No - not a correct explanation.
- For picture based questions go through the pictures and cartoons given in NCERT text books (especially in Political Science and History).
- Attempt 3 marks and 5 marks questions highlighting the key points and important point of your answer.
- Try to substantiate your answer with flow chart/ diagram/ mind map/ example wherever possible.
- Practice the Map questions regularly instead of just taking a quick look.
- Fill the map and attach it with the answer book carefully.
- 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 दिए गए विषयों पर लेखन, कार्यालयी पत्र, पत्रकारीय लेखन, कविता, कहानी नाटक और समाचार लेखन आदि। इसके लिए प्री बोर्ड के प्रश्नपत्र, अन्य प्रतिदर्श प्रश्नपत्रों एवं सहायक सामग्री का अभ्यास करें।
- पठित/अपठित गद्यांश और 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 ह्रस्व काव्य-पंक्तियाँ न लिखें, उसका उत्तर प्रश्न के अनुसार अपने शब्दों में लिखने का प्रयास करें।
- पाठ्य- पुस्तकों के प्रश्नोत्तर लिखते समय शब्द-सीमा का ध्यान रखें इससे आपको अन्य उत्तर लिखने के लिए समय मिलेगा और आप सभी प्रश्नों का उत्तर लिख पाएँगे।
- कवि/लेखक की जीवनी वाले प्रश्न में लेखक के व्यक्तित्व के साथ उसके कृतित्व का भी पूरा परिचय दें। गद्य और पद्य की 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 (शिल्प सौन्दर्य) को भी अवश्य शामिल करें।

SANSKRIT

- अपठित गद्यांश को 2 से 3 बार पढ़कर तथा निर्देशानुसार संक्षिप्त एवं सरल भाषा में दें। गद्यांश के शीर्षक पाठ से सम्बंधित एवं अत्यंत संक्षिप्त लिखें।
- पत्र लेखन के प्रारूप के अनुसार उत्तर लेखन का अभ्यास करें।
- रिक्तस्थान पूर्ति के सम्बन्ध में विशेष सावधानी बरतें तथा मञ्जूषा से चयनित शब्दों की वाक्य में सार्थकता की जांच अवश्य करें। सभी रिक्तस्थानों की पूर्ति उचित शब्दों को सुनिश्चित करके ही उत्तर पुस्तिका में उत्तर लिखें।
- व्याकरणगत अशुद्धियों से बचें एवं सरल भाषा का प्रयोग करें। वाक्य में कर्ता और क्रिया के पुरुष, वचन और लिंग आदि की दृष्टि से संगति का ध्यान रखें। इसी तरह विशेषण और विशेष्य के लिंग, वचन और विभक्त भी समान होनी चाहिए।
- संस्कृत साहित्य परिचय के महत्वपूर्ण प्रश्नों की लघुटिप्पणी, नोट्स इत्यादि बनाकर तैयारी करें परीक्षा में उत्तर सटीक एवं तथ्यपूर्ण होना चाहिए।
- प्रश्नों के उत्तर अपनी भाषा शैली में लिखें पुस्तकीय भाषा का यथावत अनुकरण आवश्यक नहीं है।

English**Section-A**

- Read the comprehension passage using the skimming and scanning technique to write precise answers.
- While attempting note making, do not write complete sentences. Use short phrases.
- For summary don't copy paste line from the passage. Write in your own words.

**SECTION B**

- Make sure to write the complete format alongwith some relevant content.



- 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.
- Writing Notice/ Advertisement/Poster/ Invitation in a box should be preferred.

### **SECTION-C**

- Carefully read all chapters and be well versed with the central idea, main character sketches and significance of the title.
- 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**

- Don't repeat same content again and again while answering.
- Don't attempt the questions which are given for the Visually Impaired Candidates.
- Choose one question from the given internal choices in question. Don't attempt both the questions which are given in the internal choices.
- Stay confident during the examination. Don't be over- confident.
- Don't leave unwanted extra space between two questions.

### **GEOGRAPHY**

- Read NCERT books with more attention on maps, diagrams, figures, tables , pictures , charts , box information, bold word etc. (this will help in short answer objective type questions) Use updated information especially about maps.
- Use Table, Pie-Chart, Diagram, Flow Chart in the middle of your long answers wherever applicable. Practice diagram based questions especially in the topics - Water Resources, Human Settlements, Transport and Communication. If possible use Stencils in long answers.
- Write the 'distinguish between' or comparison question in a box with points.
- Answer all the objective type/MCQs preferably at one place only.
- Practice map by using globe and big size maps and revise daily. During the exam, fill the map and tie in the middle of the answer sheet carefully.

### **MATHEMATICS**

- Do enough written practice to understand the concepts / methods and do not cram a night before exam.
- Be familiar with the question paper design. Put extra effort in chapters that have higher weightage.
- Adhere to time limit, especially in objective type questions, try to answer in minimum steps / one step.
- 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.
- Practice all the sample papers provided by CBSE /DoE.
- Revise the formulae thoroughly. Do proper revision before and enter the examination hall with an air of confidence.

- 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.

### History

- Use mind map, time lines to understand concepts.
- Try to substantiate the answer with flow chart/mind map/ example / diagram wherever possible
- Go through the pictures given in NCERT books for picture based questions
- Use Mnemonics to remember long points
- 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 understanding and identification of location in map (display map in your study room if possible).
- Practice map from the list provided alongwith syllabus, as it is very scoring.

### SOCIOLOGY

- Try to give pictorial and graphical illustrations wherever possible.
- Prepare mnemonics flowchart, mind maps for the most important topics.

### HOME SCIENCE

- Read the Objective type and Case study type questions very carefully with concentration and try to understand what is being asked in each question.
- For Picture based questions, practice the diagrams of Laundry symbols, Care labels, Food labels, Standard Marks given to various consumer products, raw, processed or other foodstuffs, textiles, silver and gold, Elements of Art and Principles of design with illustrations.
- In Statement based questions appropriate reasons should be written.
- Highlight important keywords and write your answers point-wise in your own words.
- Special emphasis should be given to these topics- Specific Issues and Concerns of Adolescents, Anger Management, Care for Elderly, Meal Planning, Diet Modifications, Food Safety and Common Adulterants, Difference In Money And Real Income, Soaps And Detergents, Format to Record Daily, Weekly and Monthly Expenses, Investment Schemes, Steps of filing complaint in Consumer Court, Consumer Act, Storage of Clothes, Water Purification, MGNREGA, DWCRA schemes, Careers in Home Science.

### PHYSICAL EDUCATION

- Read questions carefully and prioritize your attempt in reading time
- Attempt answer in bullet points or short passage with key words.
- Give title / heading in answer and explain in your own words, incorporating key words as per the language of the question.

### PHYSICS

- Keep in mind fundamental laws always prevail and never violate in any concept/topic.
- Mark arrow on ray diagrams and make proper scale graphs.
- The student must understand and learn derivations of each chapter. Do sufficient written practice of Derivations.



- Practice numerical (examples) given in the NCERT Book.
- Practice diagram/graph based questions given in question papers of past five years CBSE papers with due emphasis on the current question paper design.
- Make chapter wise list of formulae and important diagrams and revise the formulae of the whole syllabus once in a day.
- Key points in answers may be underlined.
- Answer should be to the point and precise with the key words and always remember to write answer with S.I unit at end of numerical.

### **CHEMISTRY**

- Learn chemical equations in the form of flow-chart especially in organic chemistry for organic conversions.
- Learn p-block, d- block 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 formulae 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.  $SN^1$ ,  $SN^2$ ,  $\beta$  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.

### **BIOLOGY**

- Learn by sufficient written practice for better understanding.
- Do practice of diagram and be thorough with important terminology.
- Give specific emphasis to Genetics, Evolution and Reproduction along with other chapters.
- Make flow charts for revision of answers.
- Draw diagram if possible for 3 & 5 marks questions.
- Write one point extra if you remember.
- Write to the point answers and give pictorial illustration wherever possible.
- Emphasize value points in each question.

### **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 explanation, use relevant information, language should be easy and crispy.
- Special attention should be paid on long answer questions e.g. questions related to inflationary gap and deflationary gap, objectives of budget, human capital formation, sustainable economic development, rural development and infrastructure etc.

### **ACCOUNTANCY**

- Special Attention should be given while making formats of Journal/Ledger/Balance Sheet or any other statement.
- Do not forget to write Debit, Credit, Particulars, Narrations (in Journal entries) and sign of new Indian rupee symbol wherever needed.



- The solutions must be backed by precise working notes wherever needed/asked.
- As marks are given according to steps even if the answer is wrong, but steps preceding it are right, you will be awarded some marks.
- Accountancy requires more practice; therefore make sure to solve previous year Board question papers, CBSE sample papers and practice papers provided by DoE according to new suggested question paper design.
- Special emphasizes should be given on MCQ/Objective questions and on the following Topics- Not-for-profit organization (Subscription, Consumable items and Fund based accounting), fundamentals of partnership (Past adjustments and Guarantee), Dissolution (Journal entries), Issue of shares (forfeiture and reissue with pro rata), Redemption of Debentures, items to be shown in the balance sheet under different heads and sub heads, comparative and common size statements and cash flow statement.

### **BUSINESS STUDIES**

- Outline short notes to revise the lessons before the examination. Short notes can assist the students to revise the entire syllabus in less time.
- For the 'tricky case study' based questions, students are advised to read the case study provided carefully and mark out the important points.
- Write your answers in points and use illustrations like charts, graphs and cartoons wherever needed.
- Special emphasizes should be given on the MCQ/Objective questions and on the following Topics-Coordination, Fayol's and Taylor's Principles of Management, Dimensions of Business Environment, Types of Plans, Organizational Structure, Delegation and Decentralization, Recruitment and Selection, Leadership, Motivation and Communication. Financial Decisions, Money Market and Capital Market, SEBI, Marketing Mix, Physical Distribution, Public Relation, Rights and Responsibilities of Consumers and Redressal machinery.