

HOW TO SCORE MORE MARKS IN ENGLISH

Class -XII

As Maria Montessori very rightly observed, “Free a child’s potential and you will transform him into the world.”

Guidelines for Teachers for preparing students for examination Student Centric Interactive Approach

In any educational system or institution, it is of paramount importance that the objectives and curriculum that are formulated, designed and implemented, are innately student centric and are finely tuned, customized and refined in such a way so as to maximize potential utilization of each and every student.

We at Bhavan Chandigarh, endeavor to follow this philosophy sincerely and all our planning and implementation activities revolve around this policy. Hence the entire curriculum and academic schedule is carefully built by following a series of steps.

Syllabus scrutiny and analysis

Firstly, the syllabus and curriculum is scrutinized and analyzed threadbare. In the English Department, the syllabus is further categorized into the four skill competencies – Listening, Speaking, Reading and Writing. An in depth assessment is made of the levels of proficiency required in each of these areas to enable the students to attain the highest benchmarks of excellence.

Pre-Knowledge Assessment

This is then followed by an assessment of the students’ levels of proficiency in the subject and its requisite skill sets.

Identification of Gap in Teaching Learning Process

After this, a detailed comparison between proficiency required and the existing abilities of the students reveals the gap, which becomes the basis on which the optimal curriculum is designed and planned.

Multilayered Lesson Planning and Schedule

The academic schedule and lessons are planned in a way that can cater for the requirements of each student in the class. After a careful assessment, the students in the class are

segregated according to abilities and level of proficiency in the subject. This segregation is extremely confidential and only the concerned teacher is privy to this information.

Identification of Baseline

This classification provides the baseline on which the teacher then creates the relevant and appropriate lessons and activities, to help elicit the best out of every student.

Focus on Development of Skills

While planning the lessons for the entire class, the development of various skills such as interpretation and critical analysis skills are kept in mind and the main focus is on imparting the required knowledge with emphasis on clarity regarding the marking scheme as well as the methodology to be adopted to attempt the different sections of the paper.

Lesson Planning and Strategy

Each lesson is planned and conducted after ascertaining the prior knowledge and skill base. The learning is well reinforced with ample **recapitulation and practice exercises**. To cater for the varying needs and abilities of the students, the assignments, tasks and activities are multi-layered.

Preparation of High Scoring Students

The students at the top of the class are encouraged to reach higher benchmarks and further refine their skills through **extensive practice** of the skills and knowledge acquired, with special focus on **fine tuning their communication skills and critical analysis abilities**. Such students are encouraged to hone their writing skills by attempting creative writing assignments. They are also guided to **critically assess their own work** and this is aided with **interactive sessions with the teacher and some peers**, to help clarify the ambiguities present.

Preparation of Below Average Students

The students who are struggling to gain proficiency in the subject are also assisted with an **equally customized curriculum**. Apart from individual attention by the concerned teacher, interactive concepts like the “**buddy system**” are encouraged, wherein a proficient student is made the “study buddy” of a less proficient student. This relatively informal system works quite effectively in **boosting the morale and confidence** of the weaker students as well as in **fortifying their base** in the subject.

Recapitulation and Assimilation Analysis

Overall, through the year, several tests are held to assess the level of assimilation and proficiency of the students. A very well defined and regular feedback system is a very crucial component of this process. The papers are discussed, suggestions and observations

given and the students are encouraged to attempt similar assignments to fortify their concepts and skills further. There is considerable stress put on clarity regarding organization of ideas as well for adopting a systematic and logical system for learning.

Guidelines for Students to prepare for examination

Although the teachers and the entire academic curriculum is specifically focused on the needs and the mentoring of the students, the entire process and all the concerted efforts are liable to get diluted if the students themselves are not very clear with respect to the methodology they need to use while studying and preparing for the examinations.

Consequently, students are advised to keep the following suggestions in mind while preparing for their examinations:

General Tips for Examination Preparation

1. Adopt a Positive and Constructive Attitude:

- The first and most important principal to be followed is to remain cool, calm and collected and certainly not panic.
- Set aside all anxieties and worries, and maintain a peaceful and positive attitude.
- Allocate sufficient time for stress busting activities such as meditation, yoga or any other leisure activity.
- Get organized. Keep your study table clutter free and your notes and textbooks should be well maintained and organized.

2. Clarity regarding Syllabus and Marking Scheme:

- Before beginning with the studying, you must first ensure that you have the entire syllabus and the marking scheme of the paper.
- Get a printed copy of the same and paste it in your English notebook.
- At the beginning of the session itself, be very clear regarding the syllabus, and demarcate it section wise.
- Also note down the layout of the paper as well as the marking scheme for each question.
- Allocate separate Revision Notebooks for each section of the paper – Reading, Writing, Literature and Novel.

3. Systematic Assimilation and Notes in Class:

- Listen carefully in class, understand clearly and if in doubt, put forth a query to the teacher immediately.
- Participate actively in class, as this will help clarify the concepts and value points that are being discussed.
- Take down notes in class in a systematic and comprehensive manner.

- While taking these notes, keep in mind that these should be precise, logical and serve as a ready reckoner for you just prior to the exams.

4. Regular Recapitulation and Revision:

- It is essential that you revise what you have done in school daily.
- Read the lesson, go over the notes made in class, expand on the notes or modify them wherever necessary.

5. Identification and Resolution of Problem Areas:

- Once you have started your preparations, sit down and analyze your work. Identify your problem areas, where you are facing difficulties.
- Make a note of all the points where you need clarification and go and discuss these with the concerned teacher.

6. Remedial Plan for Problem Areas:

- Once your problem areas have been identified and discussed, draw up a specific plan that will take care of your weak areas and help you fortify your abilities in that specific area.
- For example, if you are lacking in writing skills, then, with the help of your teacher, draw up a remedial plan, replete with exhaustive practice and follow-up to ensure improvement in it in the future.

7. Plan for Vocabulary Expansion:

- A well defined and eloquent vocabulary is an essential pre-requisite for scoring well in the examinations. However, Vocabulary expansion is a slow process and as such it is crucial to incorporate as much of reading as is possible on a daily and regular basis.
- Read as much as you can – newspapers, reputed national and international magazines, editorials, fiction etc.
- Ensure you make regular use of the Dictionary as well as the Thesaurus.

8. Interaction and Discussions with other Students:

- Group studying as well as regular interaction sessions with other students preparing for the examination is productive as it helps you reinforce and clarify your concepts as well as it also boosts your confidence.
- You could even help teach a classmate. This would benefit you greatly as teaching clarifies and fortifies concepts even more.

9. Regular Revision and Testing:

- Apart from the class revision schedule, make a test schedule for yourself.
- Collect old test papers and attempt them in the stipulated time frame. Then get them corrected by your teacher.
- Analyze your paper and attempt to rectify the mistakes.

10. **Time Management:**

- All through your preparation, be extremely disciplined and time conscious.
- Make a practical and realistic study schedule for yourself and follow it very diligently.
- Also, study the marking scheme of the paper very carefully and then allocate specific time frames to each question.

TIPS FOR EACH SECTION OF THE PAPER

- **READING SECTION:**

1. **Unseen Comprehensions-**

- Read the passage carefully, using the techniques taught in class ie – scanning, skimming etc.
- Read the questions carefully and then find the answers.
- Do not rush to write the answer. Make sure you are not missing out anything.
- While attempting MCQ's, be very careful in case of two very close options. Choose the correct one through the process of logical elimination.

2. **Note Making-**

- Read the passage quickly yet carefully and identify the appropriate Title of the notes.
- Then read the passage again and divide it into the required sub sections
- Side by side, make the Key, underlining all the abbreviations used.
- Make sure the indenting is very visible and symmetrical.
- The summary should be boldly captioned and be written on the basis of the notes made. Also, in the end write down the number of words used in the summary, in brackets.

- **WRITING SECTION:**

- For each writing skill keep the marking scheme in mind and so make sure you cover all the designated components.

- Make sure that you attempt the question as per format and that each part of the format is distinctly visible.
 - Plan out each answer by making short notes in the rough margin.
 - Ensure that you read the question carefully and follow all the instructions given in it.
 - Read and edit your work.
- **TEXTUAL SECTION:**
 - Read the extract and its questions carefully before answering them. Keep the answers short and clear.
 - For the 3 markers, go over the value points for each answer before writing it down. Keep to the word limit
 - For the 6 Markers, be very careful while reading the question. Identify the focal point before answering the question.
 - In all 6 markers, it is essential to ensure that the answer is well balanced, comprehensive and critically interpreted.

NOVEL:

- When reading the novel, make notes for each chapter.
- These notes should comprise the following-
 - Names and details of characters, (in order of appearance)
 - Chain of events (in points)
 - Significant events
- Apart from chapter wise notes, also make notes on
 - Individual characters
 - Theme of novel
 - Pivotal events or incidents in the novel
 - Style of writing of the author

To conclude, all the above suggestions are primarily to ensure that the students are organized, well prepared and most importantly confident enough to successfully pass the exams with flying colours.

Wishing you all the very best.....

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