

ੴ ਸਤਿਗੁਰ ਪ੍ਰਸਾਦਿ॥

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20.02.2026

ਕਰਮ ਧਰਮ ਪਾਖੰਡ ਜੇ ਦੀਸਹਿ ਤਿਨ ਜਮੁ ਜਾਗਾਤੀ ਲੁਟੈ॥ ਨਿਰਬਾਣ ਕੀਰਤਨੁ ਗਾਵਹੁ ਕਰਤੇ ਕਾ ਨਿਮਖ ਸਿਮਰਤ ਜਿਤੁ ਛੁਟੈ॥ (ਪੰਨਾ ੭੪੭) ਇਸ ਪੰਗਤੀ ਤੇ ੧੦ ਲਾਈਨਾਂ ਵਿੱਚ ਆਪਣੇ ਵਿਚਾਰ ਲਿਖੋ।

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ਕੇਟਿ ਤੀਰਥ ਮਜਨ ਇਸਨਾਨਾ ਇਸੁ ਕਲਿ ਮਹਿ ਮੈਲੁ ਭਰੀਜੈ॥ ਸਾਧਸੰਗਿ ਜੇ ਹਰਿ ਗੁਣ ਗਾਵੈ ਸੇ ਨਿਰਮਲੁ ਕਰਿ ਲੀਜੈ॥ (ਪੰਨਾ ੭੪੭) ਇਸ ਪੰਗਤੀ ਤੇ ੧੦ ਲਾਈਨਾਂ ਵਿੱਚ ਆਪਣੇ ਵਿਚਾਰ ਲਿਖੋ।

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ਵਿਦਿਆਰਥੀ ਦਾ ਨਾਂ ਤੇ ਹਸਤਾਖਰ

ਨੋਟ: ਇਸ ਪੰਨੇ ਤੇ ਵਿਦਿਆਰਥੀ ਆਪਣਾ ਨਾਂ ਲਿਖ ਕੇ ਹਸਤਾਖਰ ਜਰੂਰ ਕਰਨ।

How to Prepare For Exams: Exam Preparation Tips

"How to Prepare for Exam?" A big question that you always ask yourself. Here are some tips that may help you. Dear student, many of you may be working hard and getting good marks and some of you may not be working hard but still manages to get high marks in exams, Others may be wondering how it happens? And also there will be a few of you study well but still not able to score well in exams. Don't worry there are some very simple tips by following which you can become master. These tips will tell you 'How to prepare for Exams in Short time'.

Tips and Tricks For students

There is no short cut to success, this is the first thing you should remember. For this reason you have to study well first of all. But the preparations are different for different types of exams. Some competitive exams need long term preparation while your diploma/degree exams may need your constant attention/preparation.

1. **Never fear or hate exam and be confident.**

Some students study well but still may be much afraid of exams and due to this reason they get distracted and won't be able to score marks. So **leave all your fears and free your mind** before starting the study. You have to be confident and it is the most essential power you should have for attaining victory.

2. **Prepare a good time table.**

Prepare a time table before starting the study. This should include all the subjects but **may not be with equal priority**. Tough subjects can be given more time and easier ones less but most importantly some time shall be allotted for entertainment and also there should be sufficient intervals between each subject.

3. **Select a proper atmosphere for studying.**

No need to explain this point. Study atmosphere has very important role. Can anyone study well while watching TV? So select a place **where you feel comfortable**. That is where you feel relaxed and can concentrate. And you have to make sure that while you are studying a subject you are concentrating on it only.

4. **Sit straight**

This is so important that you have to sit in proper manner while studying. **Don't study on bed or lying on a chair** instead sit straight. Keep your spinal cord straight. And try to **place your legs parallel to ground, a little bit raised from the ground**. Otherwise placing the legs on the ground causes ionization and induces sleep. It is better to place the legs almost parallel to ground but a little lower.

5. **Make notes while studying.**

This is a very important point. While studying make small notes and that should not be descriptive **make them brief** so that you can remember all points while doing revision with the help of that note. An ideal note shall **include all important formulae and figures and also other important points**.

6. **Sleep well and Eat well.**

You have to sleep well. Sleep deprivation study shows that **Optimum hrs for sleep is 6hrs**. Especially on the night before exam you have to sleep well, atleast 6 hours and **not more than 8 hrs**. Remember this will have a great effect on your exam. And have your food as in your daily diet. **Don't fast on exam day** and don't forget to **have glass of water before you go to bed**, essential to keep your brain cells charged!!!

7. Write and Present well.

The presentation is the major factor that affects your marks. Whatever you studied or prepared your marks will depend on how you present them in the answer sheet. The teachers may not be able to read all what you have written. They will scan for points. So try to present answers in points. In essay questions don't forget to **underline the important points**. Your hand writing also affects your marks. Try to write neatly. And another important factor to remember, As we all know 'First impression is the best impression'. So, **answer the questions you know well, first**. This will create a good impression on the evaluator. If there is any question out of syllabus, you just attempt it. Usually full marks are awarded for such questions.

8. Never malpractice in exam hall.

Dear students never malpractice in exam hall as it may even affect your marks and also sometimes you won't be allowed to continue the exam. If you don't know answers don't write. Keep in mind that you are writing exam for you, to prove yourself. There will be no problem if you have followed the above steps, For sure you can score good marks.

9. Believe in God, Believe in you.

The last but not the least point pray well before the exam and your mind should be free at least 5 minutes before exam. Prayer can give immense energy and peace to your mind that will definitely do good for you. And it is much important that you are confident about what you can and will always produce pleasant result.

Also remember one thing please don't discuss soon after exams. This won't do well and may affect your coming exams. If your friends are discussing question paper avoid them and come to home soon.

10. Time management:

Manage your time extremely well as it is crucial for good results.

11. Stress management

Stress is inversely proportional to the time left for the exam. So feel relaxed and calm. Don't study all day through...keep aside some time for play and fun. All work and no play make Jack a dull boy!

12. Previous question papers analysis

This is a marvelous way of scoring marks. Collect and analyze previous years' question papers and study accordingly. Even my friends who haven't understood the subject matter well manage great grades by just learning according to the previous years' patterns.

To conclude

I think this small article may help you to take some simple steps before exams that may help you to achieve good marks. I wish you all a very successful life. Dear students remember, you are the future of this world. Contribution from each one of you will have an impact on the world. And it is your duty to serve the society. Be good and kind at heart. Do help your friends those who have difficulties in studies. Above all don't forget to enjoy the beauty of life. All the best, Go ahead with confidence, Life is definitely yours.