



SOME SUGGESTIONS TO STUDENTS

Before the examination:

- Understand the subject thoroughly.
- Do not memories answers without understanding.
- Improve English, as poor English creates bad impression on the examiner. Avoid long and unwieldy sentences.
- Practice to solve example. Mere reading example does not help.
- Slow and steady wins the race- regular study is much better than the last month's rushed.
- Solve as many old question papers as you can.
- makes your base of mathematics strong-if it is weak
- Quoting section numbers and important case law certainly makes better impression on examiner.

At the examination:

General

- First solve question which you know best.
- Allocate time for answering each question and stop writing after time allotted by you to that question is over. Keep margin for checking.
- Keep cool and do not panic.

Specific

How to **read question properly**

AND

How to make answer

WORDS USED IN THE QUESTION

HOW TO MAKE ANSWER

List

Make a list of...

State

Express, fully or clearly, the detail/facts of ...

Define

Give the exact meaning of...

Describe

Communicate the key feature of...

Distinguish

Highlight the differences between ...

Explain

Make clear of intelligible; state the meaning of...

Identify

Recognize, establish or select after consideration

Illustrate

Use an example to describe or explain something

Calculate / compute

Ascertain or reckon mathematically

Prepare

Make or get ready for use

Reconcile

Make or prove consistent / compatible

Solve

Find an answer to

Analyze

Examine in detail the structure of...

Compare and contrast

Show the similarities and / or differences between.

Discuss	Examine in detail by arguments...
Interpret	Translate into intelligible or familiar terms
Advise	Counsel, inform or notify
Evaluate	Appraise or assess the value of
Recommend	Advise on a course of action

Solving practical problems –

- Sometimes, some data is not given or question is vague. In such case, student should clearly **state the assumptions** made by him, so that examiner knows that you are aware of the legal provision.
- If there are two alternate assumptions, student may solve the example in two different ways (if time permits), stating clearly assumptions made for each answer

Answering question on case study:

- Usually, two questions are asked on recent case law, usually of Supreme Court.
- The answer should be presented in following sequence-

(a) **Facts** of the case – As stated in question, but in your own words

(b) **Issue** for consideration – What issue is to be decided
[Starting lines may be as follows: The issue for consideration in the given question is.....]

(c) **Legal position** – Quote SECTIONS, RULES, CASE LAWS CIRCULARS, NOTIFICATION etc., regarding the ISSUE.

(d) **Conclusion** – **Give** your conclusion in the light of Legal position.
[Ending lines may be as follows:
(1) In the light of what is stated above.....
(2) IN nutshell.....
(3) In the backdrop of the undisputed factual potion, the plea of department/ assessee is contrary to the facts.....
(4) Summing up we hold that.....
(5) From the perusal of facts given in the question.....
(6) For all the aforesaid reasons.....
(7) On careful consideration of stated facts and circumstances, our opinion on the various issues is as under.....]

NOTE: If you remember the case law, state that facts of the case are similar to so and so case. If you do not remember citation, but at least remember that it is a Supreme Court case, you can state that way.

Note: Use your own reasoning. Whatever you write, write in a **clear manner**. Answer should be **specific & throughout the answer only one view** should be stated.

Attractive Paper Presentation: Answer paper should be made attractive and impressive by

- Writing, point –wise and precise answers.
- Drawing **graphs and charts**
- Making **tabular statements** wherever required
- Writing question number and sub- number and head line of the question asked which will facilitate the examiner in quickly assessing your paper.

After the examination

- Do not discuss your answers with immediately after the examination as it will upset your mood for next paper.
- However, after the whole examination is over, review your answers.

- ❖ FOR SUCCESSFUL PEOPLE THERE IS ONLY ONE SECOND OF TENTION AND ALL, ALL THE REMAINING SECONDS OF WORK.
- ❖ REMEMBER PLAYER IS THAT WHO PLAY IN CRITICAL SITUATION.
- ❖ SPECIFIC NOTE: Take proper sleep.

With Best wishes

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