



TOPPERS HUB
ACADEMY

EXAM STRATEGY GUIDE

Board Answer-Writing

How to Score More With the Same Knowledge

A free study resource by **Toppers Hub Academy**

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Before You Write

- Read each question twice and underline the command word (define, explain, evaluate, differentiate).
- Note the marks — write in proportion (1 mark = 1-2 points, 5 marks = a structured answer).
- Plan your time: roughly 1.5 minutes per mark, keep 15 minutes for revision.
- Attempt the questions you know best first to build confidence.

How to Structure Answers

- Use the Point → Explanation → Example method for descriptive answers.
- Underline keywords and technical terms — examiners scan for them.
- Use headings, bullet points and short paragraphs for long answers.
- Draw neat, labelled diagrams for Science, Geography and Business Studies.
- For numericals, show the formula, substitution and final answer with units.

Presentation That Earns Marks

- Leave a line between answers and start each on a fresh section.
- Write the correct question number clearly.
- Keep handwriting legible — neatness genuinely influences scoring.
- Do not overwrite; cross out mistakes with a single line.
- Revise the last 15 minutes: check units, question numbers and unattempted parts.

Want a mock test with personal answer-sheet feedback?

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