

THE BEST- Exam Presentation TIPS...

The Presentation formats is designed by involving..

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[RANK 2, ALL INDIA HIGHEST MARKS IN IDT:
94 MARKS, DEC 2021 EXAMS]

Its 11th Time ALL INDIA HIGHEST MARKS

Stage:1

Question READING

1. First of all, **Read Requirement/ Demand of the question** which is given at the bottom of question –
 - * So as to have an idea of what the Overall question / case study is all about ie find the direction of Question / case.
 - * So as to focus /attention on relevant stuff, while reading the question.
2. **Read the Question /case study** carefully by keeping in mind above requirement of question.
3. During the reading of case study or Question, **make a rough summary** if the question /case is long so as to see the different elements of question at a Glance.

Stage:2

Answer FRAMING

Before start writing the answers immediately, first try to **draw a plan as to how the answer should be structured,**

i.e. think the layout / format, in which answer should be written. *[Just Like a map before starting the Actual construction of Building]*

Stage:3

Answer WRITING

General Points:

- 1- **LANGUAGE and KEYWORDS:** Try to underline / **highlight the technical or the key words** used, however base language will be your own language
- 2- **SUMMARY:** After answer try to **summarise the answers at a single place.**
- 3- **ALTERNATE VIEW:** In case any alternative view is possible, give remarks (such as “Refer note -.....”) for alternative view, & if have time try to give alternative answers as well.
[e.g., in Utilisation of ITC, under Section 18(6) as to Monthly Proportion or Quarterly proportion]

Layout of an answer

For Long Case Study Based Questions	<p>For the case laws, try to divide the answers into paragraphs as :-</p> <ol style="list-style-type: none"> First Para: [STATE THE LAW] - Containing the relevant provision / case law (quote the case law or Section Number (Only if certain) and a brief description of the same. (Try to use technical words in the introductory paragraph & highlight them). Second Para: [FACTS AND ISSUE OF THE CASE] - Brief summary of facts given in question. Third Para: [MIX UP ABOVE 2 PARAS] - Analysis of above legal provisions & its applicability in the given case & the possible conclusion. Fourth Para: [CONCLUSION] - Try to conclude the answer in 2-3 lines & highlight it.
For Mini Case Study Based Questions	<ol style="list-style-type: none"> In case each part pertains to different provisions, answer should be in parts i.e. First write the Legal provision & solution for each part followed by next part, instead of writing all the provisions at one place & then answers. For the parts containing 1- or 2-marks, answers should be to the point and avoid overwriting as it may result in waste of time (ie.Only writing the relevant provision & then followed by conclusion is sufficient).
For Numerical Questions	<p>For numerical Questions based on provisions of laws,</p> <ol style="list-style-type: none"> FORMULAS- First write a brief description of the provision of law & the formulas to be used. WORKING NOTE/ REASONING- [For any Add, less or Ignore] Try to incorporate the notes or the calculations along with the answers (IN THE MAIN TABLE IT SELF) as it would not only help in saving time but also lead to better presentation. ASSUMPTIONS- Write the assumptions used & use the assumptions used by ICAI in past papers or the MTPs & if different assumptions are used by ICAI, solve by anyone & write that alternate view is also possible. Apply "Divide and Rule" Concept- Treat each Transaction as a separate question and solve it, at that place.
For Straight forward Theory Questions	Answer will also be straight forward