

**“PREPARATION AND
PRESENTATION TECHNIQUES
ENSURING SUCCESS IN CA
EXAMS”**

BY

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PREPARATION TECHNIQUES

Attitude

- ❑ **Positive attitude.** Trust in your self that you can do it. Remember this golden words: “If you think you can then you can”,
- ❑ So never keep fear of failure and just keep positive attitude.
- ❑ Remember: “Change your attitude and you change **THE WORLD**”

Be confident

- Basically for passing CA course, you need not to be a super genius. Don't feel that CA course meant for intelligent students. The main factor is your mind set up and outlook
- The word here referred to as challenging and not tough. So, just be confident in yourself that you will pass CA exam in first attempt and yes you will.

Goal

- ❑ **CA in first attempt at any cost.**
- ❑ You will face a lot of difficulties while pursuing CA but remember you will have to cope up all the difficulties and will have to follow the goal of **cracking CA exams in first attempt.**
- ❑ Students normally realize this fact after completing the first CA exam.

Challenge

- ❑ If you feel that the CA course is tough then the course remains tough and remain difficult to clear even if your hard work and repeated attempt.
- ❑ Think that the course is very challenging but nothing against you.
- ❑ Tune the mind towards the challenging angle so that you can get the means to face the challenges.

Planning

- ❑ If you fail to plan then you plan to fail.
- ❑ Make schedules to follow before reading everyday.
- ❑ In starting your performance will be down but later you will be following 90- 95% schedule correctly.

Preparation

- Prepare thoroughly & systematically.
- Concept clearing is the most important.
- Keep reading some reference book of some good author too for more detailed knowledge.
- **Those who learn from own experiences are smart, genius is the one who learns from other's experiences.**

Revision

- ❑ Revision is the vital step that you must fulfill.
- ❑ Keep revising whatever you studied.
- ❑ Revise with linking.
- ❑ ICAI- Study Material and Mock Tests are must.

Strategies

- ❑ Follow a strategy of study of each exam.
- ❑ Give equal weightage to each & every subject.
- ❑ Listing the subjects which are easy and tough to you and study accordingly.

Writing

- ❑ Practice writing of all the subjects.
- ❑ Do write at least 2 test papers of all the subjects before the exam.
- ❑ What you read will prove futile if you cannot reproduce it.

Learn to play according to the wicket.

- ❑ This time you have lot of anxiety, nervousness, and tension.
- ❑ Candidates should learn how to tackle each subject and perform accordingly.
- ❑ How to reach the goal in the shortest possible route and quickly.

PRESENTATION TRICKS

Instructions

- ❑ Read instructions carefully.
- ❑ Read the requirements for each question carefully.
- ❑ Underline Key words and Scan through all the questions once.

Time Management

- ❑ Always allocate your time to each questions based on the number of marks it is worth.
- ❑ Remember to bring along a watch to time yourself.
- ❑ If question requires much information and you are slow at it then leave it to one of the last questions that you would attempt.

Planning to Approach the Question

- ❑ Don't start with the most difficult question, Always start with easy questions first.
- ❑ Make quick notes in point form as you brainstorm for all the relevant points and ideas that come to your mind.
- ❑ Group all the related points and ideas together in to main ideas.

Writing Style

- ❑ Grab the Marker's attention and state your stand on the topic in question.
- ❑ Don't do very small handwriting that typically resembles an army of ants and not very big handwriting such that the height of each words spans two lines or more.
- ❑ Plan your answers, so that do not have to resort to inserting lines of text and arrows.

Thank You

Have a Good Luck



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