

BIOLOGY

Prescribed Book- NCERT

MONTH	TESTS	SYLLABUS DETAILS (CHAPTER NAMES)
APR		Structural and Functional unit of life Concept: Cell and their organelles Activity: To study the microscope and its parts
MAY	PT1	Structural and Functional unit of life. (Contd.) Activity: Prepare and study plant and animal cell.
JUN		
JUL		Tissue Concept: Plant Tissue Activity: Study of permanent slides of plant tissues
AUG	PT2	Tissue (Contd.) Concept: Animal tissue Activity: Study of permanent slides of animal tissues
SEPT	H.Y.	Revision
OCT		Asexual reproduction in plants and animals Concept: Types of Asexual reproduction Activity: Report writing on Vegetative propagation
NOV	PT3	Sexual reproduction in plants and animals (Hybrid/Online) Concept: 1. Reproductive part of the plant - Flower 2. Reproductive health and hygiene in humans Activity: 1. To study parts of the flower 2. Flowchart showing different contraceptive measures 3. Write a report on a menstrual health awareness program
DEC		Diversity (Hybrid/Online) Concept: Importance of classification Activity: Flowchart showing major divisions in plants and animals
JAN		Diversity (Contd.) Concept: Binomial nomenclature Activity: Identification and documentation of scientific names of 5 plants and 5 animals from local environment
FEB-MAR	Annual Exams	Revision

RABEA GIRLS' PUBLIC SCHOOL



SYLLABUS

2026-2027

CLASS IX

**KATRA DINA BEG, LAL KUAN,
DELHI -110006**

ENGLISH (Communicative)

Prescribed Books:- Textbook in English Class IX By C.B.S.E,

MCB- Class IX By C.B.S.E

Recommended Books: Oxford Pocket Dictionary

Month	Tests	Syllabus Details
APRIL		Literature Reader F1. How I Taught My Grandmother to Read P1. The Brook Grammar & Writing Skills - Verb Forms - Informal Letter - Notice Writing Concept : Simple Present Tense Activity : Blog Post
MAY	PT 1	M.C.B Unit 1. People Literature Reader F2. A Dog Named Duke Grammar & Writing Skills - Verb Forms - Diary entry Concept : Present Continuous Tense Activity : Diary Entry
JUNE		
JULY		Literature Reader D1. Villa for Sale (Drama) P2. The Road Not Taken Grammar & Writing Skills - Future Time Reference - Article Writing Concept : Present Perfect & Present Perfect Continuous Tense Activity : ASL - Speaking

URDU

Prescribed Books: Nawa E Urdu & Gulzar E Urdu-NCERT,

Urdu Qawaid aur Insha- NCERT

Month	Tests	Syllabus Details
APR		ادب اور اصناف کا تعارف قواعد: رموز اوقاف :سکتہ ، رابطہ، سوالیہ، ختمہ، فجا عیہ، واوین، قوسین شعری اصطلاحات : مصرعہ، شعر، بند ، قافیہ، ردیف، مطلع، حسن مطلع، مقطع، شاہ بیت نوائے اردو: مفلسی سب بہار۔۔۔ غزل ، ولی گزرا ہوا زمانہ ، انشائیہ ، سر سید احمد خاں تعلیم سے بے توجہی کا نتیجہ ، نظم ، حالی گلزارِ اردو : تہمتِ چند۔۔۔ غزل ، درد ماہانہ تصور : شعر کی ادائیگی تحریری مہارت: مضمون نویسی
MAY	PT- I	قواعد: اسم، صفت، ضمیر اور ان کی اقسام نوائے اردو : امکانات ، شب پر بہار ، قطعات ، اختر انصاری ہم ہیں متاع۔۔۔ غزل ، مجروح گلزارِ اردو : فرضی لطیفہ ، نظم ، اکبر الہ آبادی کبھی شاخ و سبزہ۔۔۔ غزل ، جگر ماہانہ تصور : اسم اور صفت کی اقسام تحریری مہارت : اقتباس - مسلمان اور تعلیم
JUN		
JUL	PT 2	قواعد : علم بیان - تشبیہ ، استعارہ ، کنایہ نوائے اردو : مگر وہ ٹوٹ گئی، افسانہ ، صالحہ عابد حسین اشک آنکھوں میں۔۔۔ غزل ، میر رامائن کا ایک سین ، نظم ، برج نرائن چکبست گلزارِ اردو : غیروں پہ۔۔۔ غزل ، مومن گلوں میں رنگ۔۔۔ غزل ، فیض بدلی کا چاند ، نظم ، جوش ماہانہ تصور : تشبیہ اور استعارہ کا فرق تحریری مہارت : منظر نگاری
AUG		نوائے اردو : نذیر احمد کی کہانی۔۔۔ مضمون ، مرزا فرحت اللہ بیگ درد منت کش۔۔۔ غزل ، غالب سکھ کی تان ، گیت، میراجی گلزارِ اردو : رات اور ریل، نظم ، مجاز تیری صدا کا بے۔۔۔ غزل ، خلیل الرحمن ماہانہ تصور : شعری اصطلاحات تحریری مہارت : کردار نگاری
SEPT	HY	اعادہ - تحریری مہارت، قواعد، ادب ششماہی امتحانات

OCT	PT3	قواعد : علم بدیع ، صنعت تضاد، صنعت تجنیس، صنعت تلمیح، صنعت حسن تعلیل نوائے اردو : چارپائی، انشائیہ، رشید احمد صدیقی خدا حافظ، ڈراما، شوکت تھا نوی گلزارِ اردو : بارش ہوئی تو۔۔۔ غزل، پروین شاکر ماہانہ تصور : علم بدیع تحریری مہارت : تخلیقی تحریر
NOV		قواعد : فعل اور اس کی اقسام نوائے اردو : حج اکبر، افسانہ، منشی پریم چند (Hybrid/Online) دیہات کی زندگی، مضمون عبد الحلیم شرر ایک آرزو، نظم، اقبال گلزارِ اردو : اتحاد، جاں نثار اختر ماہانہ تصور : فعل کی اقسام تحریری مہارت: منظر نگاری
DEC		نوائے اردو : داستان شہزادے کے۔۔۔ مثنوی، میر حسن دعوتِ انقلاب، قطعہ، وحید الدین سلیم گلزارِ اردو: نظم - کیے جاؤ کوشش اسماعیل میرٹھی (Hybrid/Online) - میرا سفر، نظم، علی سردار جعفری ماہانہ تصور : مکالمہ نگاری تحریری مہارت: کردار نگاری
JAN		نوائے اردو: سر میں سودا۔۔۔ غزل، فراق، گلزارِ اردو : مرنے کی دعائیں۔۔۔ غزل، جذبی ماہانہ تصور : غزل، نظم، مثنوی کا فرق تحریری مہارت: منظر نگاری
FEB		اعادہ

ART & CRAFT

Term I

1. Landscapes – Water Painting Mix Media
2. Texture Design (Hatching & Cross Hatching)
With Coloured Pencils and Gel Pen
3. Poster Making and Slogan

Term II

1. Dry Brush Painting
- Crafts:** 1 Paper Craft, 3d Card Making

AUGUST	PT 2	M.C.B Unit 2. Adventure Literature Reader F3. The Man Who Knew Too Much P3. The Solitary Reaper Grammar & Writing Skills • Reported Speech • Modals • Letter Placing Order Concept : Simple Past & Past Continuous Activity : ASL - Listening
SEPTEMBER	Half Yearly Exam	M.C.B Unit 3. Environment Unit 4. The Class IX Radio Show Literature Reader Dialogue Writing REVISION Grammar & Writing Skills • Determiners • Prepositions • Letter to Editor Concept : Past Perfect & Past Perfect Continuous Tense Activity : Article Writing
OCTOBER		Literature Reader P4. The Seven Ages Grammar & Writing Skills • Connectors • Letter of Complaint • Passives Concept : Simple Future & Future Continuous Tense Activity : Description Writing

NOVEMBER	PT3	M.C.B Unit 5. Mystery Literature Reader F4. Keeping it from Harold. (Hybrid/Online) P5. Oh, I Wish I'd Looked After Me Teeth Grammar & Writing Skills - Reported Speech (Hybrid/Online) 'If' Clauses and Relatives - Letter of Enquiry Concept : Future Perfect & Perfect Continuous Tense Activity : ASL
DECEMBER		M.C.B Unit 6. Children Literature Reader D2. The Bishop's Candlesticks (Drama) (Hybrid/Online) P6. Song of the Rain (Poem) Grammar & Writing Skills - Passives (Hybrid/Online) - Email Writing Concept : Reported Speech - Present Tense Activity : Dialogue Writing
JANUARY		Literature Reader F5. Best Seller Grammar & Writing Skills - Clauses (Nouns, Adverbs) - Article Writing Concept : Reported Speech - Past Tense Activity : Email Writing
FEBRUARY		M.C.B Unit 7. Sports and Games Literature Reader F5. Best Seller (Cont.) Grammar & Writing Skills Revision Concept : Reported Speech - Future Tense
MARCH	ANNUAL EXAMS	

ARTIFICIAL INTELLIGENCE(AI) (SKILL BASED)

Prescribed Book:- NCERT

Month	Tests	Syllabus Details (Chapter No.& Names)
APR		Unit 1: AI Reflection, Project Cycle and Ethics S1. Communication Skills
MAY	PT 1	Concept: AI and its applications
JUL		S3. ICT skills Concept: Computer Hardware and Software
AUG	PT 2	Unit 2: Data Literacy Concept: Need of Data Literacy S2. Self-Management Skills
SEPT	H Y	Revision
OCT		Unit 4: Introduction to Generative AI Concept: Conventional AI vs Generative AI
NOV	PT 3	Unit 5: Introduction to Python (Hybrid/Online) Concept: Programming and its related terms
DEC		S4. Entrepreneurial Skills Unit 3: Maths for AI (Hybrid/Online) Concept: Statistics and Probability in AI
JAN		S5. Green Skills Concept: Sustainable development
FEB	Annuals	Revision

ISLAMIAT

Prescribed Books-Etiquette of Life in Islam - 9

Month	Tests	Syllabus Details
APR		Purity and Neatness, Etiquette of Ramadan
MAY		Etiquette of dress
JUL		Etiquette of Friday, Maintenance of health
AUG		Etiquette of eating and drinking, Going to bed and getting up
SEPT	HY	Etiquette of Travelling
OCT		Etiquette of reciting the Quran, Etiquette of performing hajj
NOV		Etiquette in fear and panic, Etiquette of Conversation
DEC		Etiquette of Friendship, Etiquette of discipline and organization
JAN		The Taraviah prayer, The Excellent Attributes of Allah
FEB	Annuals	Revision

CHEMISTRY

Prescribed Books- NCERT, Recommended Book- PP Publishers

MONTH	TESTS	SYLLABUS DETAILS (CHAPTER NUMBERS & NAMES)
APRIL		Unit-1: Exploring Mixtures & their Separation (Concept: Properties of True Solution, Suspension & Colloid, Concentration of Solution) Activity- Crystallization & Sublimation Techniques, Tyndall Effect- True Solution, Suspension, Colloid
MAY	PT-1	Unit-1: Exploring Mixtures & their Separation (Contd..)
JUNE		
JULY		Unit-2: Atoms and molecules (Concept: Electronic Configuration, Valency)
AUGUST	PT-2	Activity- Flow Charts connecting all concepts Unit-2: Atoms and molecules (Concept: Molecular Mass, Derivation of Chemical Formula, Covalent Bonding)
SEPTEMBER	HY	
OCTOBER	PT-3	Unit-3: Structure of the atom (Concept: Valency, Atomic Structures, Isotopes & Isobars) (Hybrid/Online) Unit-3: Structure of the atom. (Contd) Activity – Flow Charts connecting all atomic models
NOVEMBER		Unit-4: Earth as a System (Hybrid)
DECEMBER		Unit-4: Earth as a System (Cycles) Revision
JAN-MAR		

विषय - हिंदी

Prescribed Books- 1 स्पर्शभाग -1 2 संचयन भाग -1 –NCERT

व्याकरण प्रवेश (फूलमाक्स)

Month	Tests	Syllabus Details (CHAPTER NUMBERS & NAMES)
APRIL		पाठ – दुख का अधिकार, पाठ - अग्निपथ व्याकरण और मासिक अवधारणा अनुनासिक, अनुस्वार गतिविधि- कविता वाचन
MAY	PT - 1	पाठ - मेरा छोटा सा निजी पुस्तकालय व्याकरण और मासिक अवधारणा - शब्द और पद गतिविधि - पुस्तक आवरण
JUNE		
JULY		पाठ - एवरेस्ट : मेरी शिखरयात्रा, पाठ – रैदास के पद व्याकरण और मासिक अवधारणा- विराम चिह्न गतिविधि - एवरेस्ट पर विजय प्राप्त करने वाले पर्वतारोही (तेनसिंह , बछेंद्रीपाल और अरुणिमा सिंह) के विषय में जानकारी एकत्र करके लिखो।
AUGUST	PT - 2	पाठ - रहीम के दोहे, पाठ - गिल्लू व्याकरण और मासिक अवधारणा अर्थ की दृष्टि से वाक्य भेद गतिविधि- अपने पालतू पशु/ पक्षी के विषय में अनुच्छेद
SEPTEMBER	HY	पुनरावृत्ति

OCTOBER		पाठ - शुक्रतारे के समान व्याकरण और मासिक अवधारणा स्वरसंधि गतिविधि संधि पर कार्यपत्रिका
NOVEMBER	P T - 3	पाठ - तुम कब जाओगे अतिथि पाठ - स्मृति व्याकरण और मासिक अवधारणा - संवाद लेखन (Hybrid/Online) गतिविधि- कक्षा में संवाद लेखन का अभ्यास
DECEMBER		पाठ - कल्लू कुम्हार की उनाकोटी पाठ - नए इलाके में , खुशबू रचते हैं हाथ व्याकरण और मासिक अवधारणा - उपसर्ग और प्रत्यय (Hybrid/Online) गतिविधि उपसर्ग और प्रत्यय पर कार्यपत्रिका
JANUARY		पाठ - वैज्ञानिक चेतन के वाहक चंद्रशेखर वेंकट पाठ - गीत अगीत व्याकरण- व्यंजन और विसर्ग संधि मासिक अवधारणा -अनुच्छेद लेखन गतिविधि- कक्षा में अनुच्छेद लिखकर प्रस्तुतीकरण
FEBRUARY		पुनरावृत्ति व्याकरण और मासिक अवधारणा पत्र लेखन गतिविधि 5 भारतीय वैज्ञानिकों के विषय में जानकारी एकत्र करके लिखो।
MARCH	Annual Exams	

GENERAL KNOWLEDGE Prescribed Books- CSR, GK DIGEST		
MONTH	TESTS	SYLLABUS DETAILS (CHAPTER NAMES)
APRIL		Important Monument and Places Current affairs Concept:- Famous monuments in India Activity :- Collage making
MAY	PT 1	Wildlife Sanctuaries and National Parks Current Affairs Concept: Indian National parks Activity: Location of National parks and Wildlife sanctuaries in map of India
JUNE		
JULY		Famous Authors and Books Current Affairs Concept: Current affairs, Activity: Quiz
AUGUST	PT 2	Current Affairs Reasoning and Mental Ability Concept : Current affairs, Activity : Quiz
SEPTEMBER	HY	Revision
OCTOBER	PT 3	Terminology Current Affairs Concept: Important terms Activity: Group discussion
NOVEMBER		Name of the Parliaments of some countries Current Affairs Concept : Parliaments of different countries Activity : Quiz
DECEMBER		Classical & Folk Dances of India Current Affairs Concept: Famous classical dance of India Activity: Quiz
JANUARY		Current Affairs Reasoning and Mental Ability Concept: Current affairs, Activity: Quiz
FEB-MAR		Revision

PHYSICS

Prescribed Books- NCERT, Recommended Books- Exam Idea

MONTH	TESTS	SYLLABUS DETAILS (CHAPTER NAMES)
APRIL		Motion Concept-Introduction to vector quantities Activity-Calculating displacement under velocity time graph.
MAY	PT1	Motion (Contd.) Concept-Three equations of motion.
JUNE		
JULY		Sound Concept-Sound and its propagation. Activity-On A-4 size sheet draw even reflection of sound waves by curved surfaces.
AUGUST	PT2	Sound (Contd..)
SEPTEMBER	H Y	Revision
OCTOBER		Force and laws of motion Concept- Introduction to Inertia and Momentum Activity-Daily life examples based on three laws of motion.
NOVEMBER	PT3	Work, Energy and Simple Machines (Hybrid/Online) Concept-Work-Energy Theorem Activity-To calculate the KWh consumption in a day of at least ten appliances.
DECEMBER		Work, Energy and Simple Machines (Hybrid/Online) Concept-Mechanical advantage of simple machines Activity -To calculate the mechanical advantage of pulley, inclined plane and lever.
JANUARY		Earth as a System: Energy, Matter and Life Concept- Electromagnetic Spectrum Activity- Flowchart on Interaction of Solar Radiation with Earth's Surface
FEBRUARY		Revision

MATHEMATICS

Prescribed Book- NCERT Recommended Book- R.S. Aggarwal

Month	Tests	SYLLABUS DETAILS (CHAPTER NAMES)
APRIL		2. Polynomials 3. Number Systems Concept: Algebraic Identities, Rationalization Activity: Square root spiral
MAY	PT-1	5. Lines and Angles 15. Probability Concept: Basic terms of geometry Activity: Angle sum property of triangle
JUNE		
JULY	PT-2	7. Triangles 4. Euclid Geometry 8. Mensuration: Area and Perimeter Concept: Congruence of triangle, Area of Triangle Activity: History of Euclid
AUGUST		10. Quadrilateral 1. Coordinate Geometry Concept: Mid-Point Theorem, Axes & Quadrants Activity: Mid-Point Theorem
SEPTEMBER	H Y	Revision
OCTOBER		6. Sequences and Progressions Concept: A.P and G.P
NOVEMBER	PT- 3	14. Statistics (Hybrid/Online) 12. Linear Equations in Two Variables (Hybrid/Online) Concept: Quadrant and Linear Equations Activity: Graph of linear Equation
DECEMBER		11. Circles 13. Mensuration: Surface Area (Hybrid/Online) Concept: Theorems and Surface area Activity: Double degree measure theorem
JANUARY		9. Exploring Algebraic Identities Concept- Factorisation
FEBRUARY		Revision

ECONOMICS

Prescribed Books-NCERT

MONTH	TESTS	SYLLABUS DETAILS (CHAPTER NAMES)
APRIL		Chapter: Building Blocks in Economics Concept: Opportunity Cost Activity: Chart making
MAY	PT1	Chapter: Building Blocks in Economics Concept: Central Problems of an Economy Activity: Mind Map
JUNE		
JULY		Chapter: The Prize Puzzle – What Drives the Market Concept: Laws of Demand and Supply Activity: Graph activity
AUG	PT2	Chapter: The Price Puzzle- What Drives the Market Concept: Price Ceiling Activity: Graph activity
SEPT	Half Yearly	Revision
OCT	PT3	Chapter: From Ideas to startups Concept: Resources required to start a business Activity: Case study
NOV		Chapter: From Ideas to startups (Hybrid/Online) Concept: Unorganised sector Activity: Flow chart
DEC		Chapter: Smart ways to Manage Your Finances (Hybrid/Online) Concept: Financial management Activity: Preparing a personal/family budget
JAN		Chapter: Smart ways to Manage Your Finances Concept: Savings and investment options Activity: Group discussion/ class presentation
FEB-MAR		Revision

HISTORY

Prescribed Books- NCERT

MONTH	TESTS	SYLLABUS DETAILS (CHAPTER NAMES)
APRIL		Part 1 Chapter 4 - Beginning of Civilisation The Stone age: The earliest people Activity-Map work on different important sites of the Paleolithic period in India Concept-Understanding Timeline of BCE and CE
MAY	PT1	Chapter 4 - Beginning of Civilisation The Stone age: The earliest people (continued) Neolithic Period Activity-Map work on different important sites of the Neolithic period in India Concept-Development of Agriculture
JUNE		
JULY		Chapter 5 -State and Society (upto 1000 C.E) Activity -Important kingdoms of Vedic age in India Concept - Administration of Early empires in India
AUG	PT2	Ch-5-State and Society (Continued) Activity-Map work on important trade routes in India Concept-Cultural practices in India
SEPT	Half Yearly	Revision for Half yearly Exams
OCT	PT3	Part 2 Ch-3 Building a Resilient India (1000 to 1700 CE) Activity-Picture album on the architectural features of important buildings in Medieval India. Concept-Art and Architecture of Medieval India
NOV		Part 2 Ch-3 Building a Resilient India (continued) (Hybrid/Online) Activity-Map work on Regional kingdoms in Medieval India Concept-Bhakti movement
DEC		Ch-4 India and the World-I (1900 BCE-1200 CE) (Hybrid/Online) Activity- Project on India' s achievements in the knowledge system Concept- I mportant Empires of the World
JAN-MAR		Revision

POLITICAL SCIENCE
Prescribed Book- NCERT

MONTH	TESTS	SYLLABUS DETAILS (CHAPTER NAMES)
APRIL		Chapter- 1 Understanding Social Science Concept –Relevance of Social Science Activity – Debate on stereotypes in diversity
MAY	PT1	Chapter- 1 Understanding Social Science Concept – Guiding Values in Social Science Activity - Group discussion on Constitution as a guiding framework of public life
JUNE		
JULY		Chapter 6 Democracy Concept – Types of Democracy Activity – Case study on various democratic systems
AUG	PT2	Chapter 6 Democracy Concept – Challenges to democracy Activity - Crossword
SEP	HY	Revision
OCT		Chapter-7 Elections Concept – Independent Election Commission Activity – Mock elections in Class
NOV	PT3	Chapter 7 Elections (Hybrid/Online) Concept – Party system in India Activity - Paste newspaper articles on Elections, voter turnout, and party politics/campaigns etc.
DEC		Chapter- 5 Authority (Hybrid/Online) Concept – Constitutional Status of authority Activity – Flowchart on evolution of authority structures in India
JAN		Chapter 5 Authority Concept – Types of authority Activity - Video screening on role of citizens in authority
FEB -MARCH	Annual Exams	Revision

GEOGRAPHY
Prescribed Books- NCERT

MONTH	TESTS	SYLLABUS DETAILS (CHAPTER NAMES)
APRIL		Chapter 2, Shaping of the earth's surface Concept- Interior of the earth Activity- Map Skills (Major tectonic plates on world map)
MAY	PT1	Chapter 2, Shaping of the earth's surface(continuation) Concept-Earthquakes Activity-Project on floods(warnings and preparations)
JUNE		
JULY		Chapter 3, Atmosphere and climate Concept- Structure and composition of air Activity-Weather comparison of two states(table making)
AUGUST	PT2	Chapter 3, Atmosphere and climate(continuation) Concept-Climate change Activity- Representing different atmospheric layers (diagrams)
SEPTEMBER	HY	Revision
OCTOBER	PT3	Chapter 1, Oceans and life (Part 2) Concept-Movement of ocean water Activity-Project on ocean resources and their significance
NOVEMBER		Chapter 2, Life on Earth (Hybrid/Online) Concept-Biosphere reserves in India Activity- Locate biosphere reserves on the map of India
DECEMBER		Chapter 2, Life on Earth(continuation)(Hybrid/Online) Concept- Forest and wildlife conservation Activity- Investigate the causes of forest fires(mitigation and prevention plan)
JAN-MAR		Revision

SET YOURSELF UP FOR SUCCESS

TAKE RESPONSIBILITY

All the study methods in the world won't help you if you don't help yourself. As with most everything in your life, your motto should be, **"I'm responsible for my success!"**

If you put forth the effort to study effectively, the improved skills will soon become a habit and be just as natural as breathing. The result can be better grades, greater knowledge, and higher self-esteem. These skills will also serve you well in your personal life.

STUDY EFFECTIVELY

Studying effectively is not a matter of chance. Students usually devote a lot of time to their studies but they achieve success only by forming correct study habits. By following the methods given below the students learn more easily, retain material for longer periods of time, and save themselves hours of study time.

Making and Keeping a Study Schedule

Set aside certain hours of each day for study just as you do for nourishment and sleep. Keep the same schedule faithfully from day-to-day. The amount of time needed for study will vary for each student based on skills with the subject matter. An average of two to three hours of study each day is recommended. Make a weekly timetable. Have short frequent periods for each subject rather than long hours for one. Start with interesting easy lessons / topics and then proceed towards difficult ones.

Studying in an Appropriate Setting — Same Time, Same Place, Every Day

If concentration is your problem, then the right surroundings will help you greatly. Your study desk or table should be in a quiet place – free from as many distractions as possible. You will concentrate better when you study in the same place every day. It's a mind-set. For example, when you sit down at the kitchen table, you expect to eat. When you sit down in an easy chair, you watch TV, etc. Developing the habit of studying in the same place at the same time every day will improve your concentration.

Equipping Your Study Area With All the Materials You Need

Your study desk or table should be equipped with all the materials you might need to complete the assignment, e.g., pencils, pens, erasers, paper clips, stapler, dictionary, snacks, and liquid refreshments, etc. For some assignments, you may require a calculator or other supplies. With your materials at hand, you can study without interruption. Taking your snack food and drinks to the study location will eliminate those endless trips to the kitchen which break your concentration.

Not Depending on Tests/Exams for Motivation

Can you imagine an athlete-in-training waiting for inspiration to strike to practice in preparation for an event? Of course not. They train daily to stay competitive whether they want to or not. Like the athlete, you must get in training for tests and examinations by doing the assignments and preparing daily through review to be ready for the action.

Keeping a Well-Kept Notebook Improves Grades

There is definitely a relationship between orderliness and high grades. Knowing where to find your materials when you need them is crucial. Keep a special section for each subject in your notebook as well as a calendar so that you can write down all important assignments as they are announced. Having all of this information together in one place is vital to your success. A well-kept notebook is a part of good time management. If you've ever misplaced an important assignment, you know how much valuable time can be lost looking for it.

Keeping a Careful Record of Assignments

Put it down in black and white—including the details—and keep it in your notebook. Knowing just what you are expected to do and when you are expected to do it is the first giant step toward completing important assignments successfully and on time.

Reviewing Material Frequently

A student who does not review material can forget 80% of what has been learned in only two weeks! The first review should come very shortly after the material was first presented and studied. Reviewing early acts as a safeguard against forgetting and helps you remember far longer. Frequent reviews throughout the course will bring rewards at test time and will alleviate pre-test anxiety.