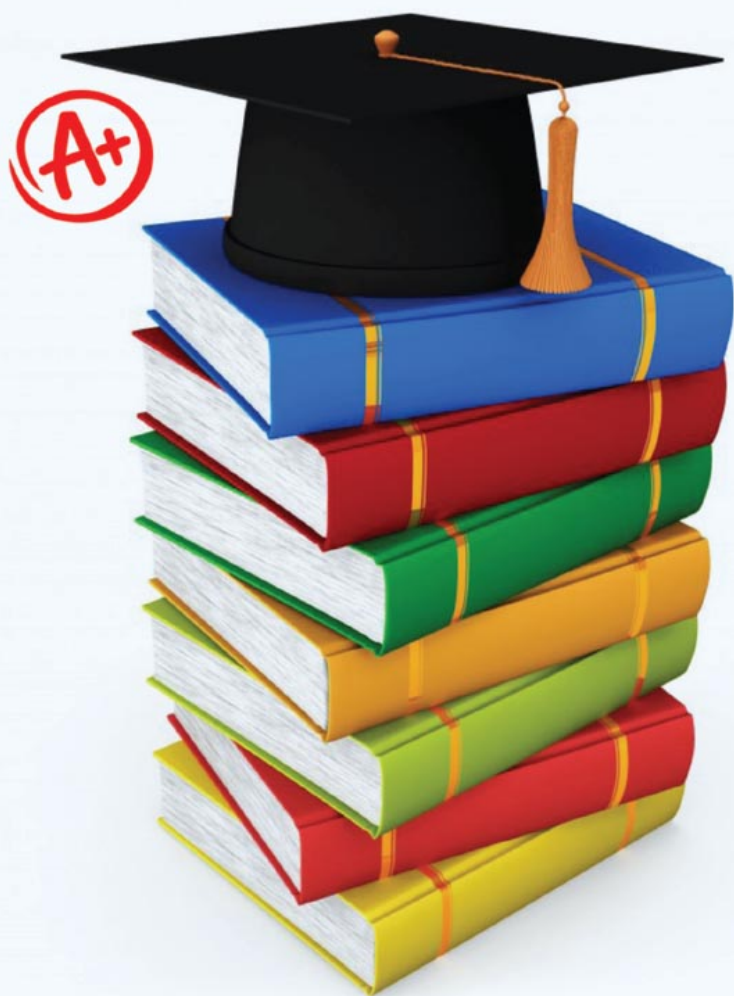


TOPPER

AN INSTRUCTIONAL BOOK OF STUDIES AND EXAM TECHNIQUES
FROM A NOVICE TO A SCHOLAR



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TABLE OF CONTENTS

<i>Author's Profile</i>	ix
<i>Preface</i>	xi
Introduction	1
Psyche Yourself Up	3
Study Skills	14
Concentration	19
S Q 3 R	28
Mnemonics—Memory of Facts	33
Mind Mapping	36
Feynman Technique	45
Exam Preparation Technique	47
Why I Wrote This Book	64
Conclusion	65

Do your prescribed Duties: Do not concern yourself with the results

—*Bhagavat Gita*

INTRODUCTION

At the outset,

This book contains no new techniques. It is an old wine in a new bottle. But few chapters are written which you cannot find elsewhere. The Unique selling point of this book is the language. It is written in simple and manner, so that even a rural student could understand.

Read the chapters again and again and follow it on regular basis. It is written after an intense research of many studying methods.

Treat this book as the Bible and read the topics every day before you start reading your subjects. It will charge your brain and activate your subconscious mind.

Mind conditioning and stress management techniques are also mentioned in this book and students can make use of it.

Simple studying methods are also given in this manual. This book contains all the essential ingredients and if you look instant quick fix, this book is not for you, if I hope and trust, this book will bring some wonders in your academic career.

Wish you good luck

—*S. Muruganandan*

PSYCHE YOURSELF UP

Take up one idea. Make that one idea your life-think of it, dream of it, live on that idea. Let the brain, muscles, nerves, every part of your body, be full of that idea, and just leave every other idea alone this is the way to success.

—Swamy Vivekananda

Every student should consider studies or education as a sweet mango rather than bitter neem. Students should consider themselves as their own competitor instead of comparing and treating other students as their rivals.

One should not study for the sake of getting more marks but their main objective must be learning the subjects meaningfully and systematically.

Motivation comes from the latin word “movere” which means to move. It is the level of desire to do anything.

Motivation is two types

- i) Intrinsic
- ii) Extrinsic

Internal motivation is very much needed for a successful academic performance all depends on various factors such as proper schooling, parental care, dedicated work, planning, execution etc.

Consistent hard work, constant reviewing and thorough implementation will lead a student to reach his/her peak performance.

By reading self improvement books, listening to affirmations audio you can charge your brain with positive energy and positive thoughts. Prayer and meditation will help you to keep your spirits high.

In case of any mishap; don't get disappointed as every setback or failure teaches you valuable experience.

Education is the divine manifestation
which already exists in human mind

—*Swami Vivekananda*

Some students try to end their lives for the failure in the exams. They should think that exams are part of their life and it is not their final destination. I am damn sure this book will be a motivating factor for those students.

In fact many school and college drop-outs had attained success in their business and professional life. There are thousand good ways to live in this world and education is one way of leading their life.

Studies are just a tool to lead a decent life, however there are many others fields like sports, music, fine arts in which you can show your efficiency to become an useful human as well as a good celebrity.

Finally education is a basic need for a human just like food, clothing and shelter. Every one cannot become Roger Federer, Michael Jackson or Jim Carrey. Only 1 in 10 lakhs people are/can attain this status. So, for a student a minimum qualification a degree in any discipline is mandatory to live a decent livelihood.

I wish you all on your journey towards successful academic career.

The most certain way to succeed is always
to try just one more time

—*Edison*

Focus on where want to go not on what you fear. Success does not come from what you do occasionally, success come from what you do consistently

- ❖ Don't talk, Just act. Don't say Just show. Don't promise Just prove
- ❖ Believe in yourself, you will be unstoppable
- ❖ Push yourself because no one else is going to do it for you
- ❖ Don't wait for an opportunity; create it
- ❖ Let no one discourage your ambitious attitude. You don't need a fan club to achieve your goals. Be self motivated.

No ifs no but's No excuses if you think you can

—*Norman Vincent Peale*

Motivational quotes to charge your brain.

- i) STRIVE FOR PROGRESS NOT PERFECTION
- ii) I've failed over and over again in my life, and that is why I succeeded

—*Michael Jordan*
- iii) Failure is the opportunity to begin again more intelligently
- iv) The expert in anything was once a beginner
- v) When you feel like quitting, think about why you started

- vi) If you want to be more powerful in life, educated yourself, it's that simple
- vii) The Struggle you're in today is developing the strength you need for tomorrow
- viii) Our greatest weakness lies in giving.

Michael Phelps, as a 10 years old child was diagnosed with ADHD (Attention Deficit Hyperactivity Disorder). Despite all his odds, he trained 6 hour a days 7 days a week and 365 days a year for almost two decades. He never missed a day of practice. Thus he was determined to be the best swimmer in the world through sheer hard work. He got 28 gold medals in swimming.

His life story holds numerous lessons for students and aspirants alike. The Only cost that success demands is hard work.

One of the most standout future of successful people is they put extraordinary efforts day in and day out without waiting for one fine day in the future where their quest towards excellence would begin.

You are your biggest competitor dare to be extraordinary to be the best.

Train Technique

It's an Indian concept commonly followed in yoga after meditating for 20 minutes, you have to rub your palm and apply it on the eyes just like massage. It gives you accuracy, clarity and alertness.

Exam stress can be reduced if you do this exercise on regular basis.

Kaizen Technique

It's a Japanese technique where progress can be done at least a little on daily basis. A student who studies the lessons

everyday at least for some time is far better than a student who studies many hours during the time of exams. This technique is applied in almost all the fields to obtain effective and successful results.

Chair Technique

Students feel bore studying in one particular place most of the time. Experts suggesting that keeping 2 chairs in the study room will bring some changes in the students study routine. The student has to change their place or chair while studying.

Education is man-making and nation-building.

Study Atmosphere

A student can achieve his/her maximum performance only if they have a good study environment. To begin with, every house should have a separate study room for their kids or adults, and it must be free of all types of distractions like Television Sound and vehicle noise etc. The room must have some materials like study table, study lamp, Book shelves etc.

- i) Study table: A Study table must be in rectangular shape and it should face either the North-East (Ishanya) or the North direction. Preferably the table must be a wooden



one. It should not touch the wall and there should be some space left in between the wall and the study table.

- ii) The North-East direction must be very clean and tidy it is the most recommended direction to excel in studies. Ref. the map, keep a pen stand in your study table.
- iii) If you want a standard study table place an order to your desired size and shape with a carpenter. Ready made study tables will last only for a short duration.

Place a Globe, Crystal ball or London tower for positive vibes.

Recommended Directions for Studies

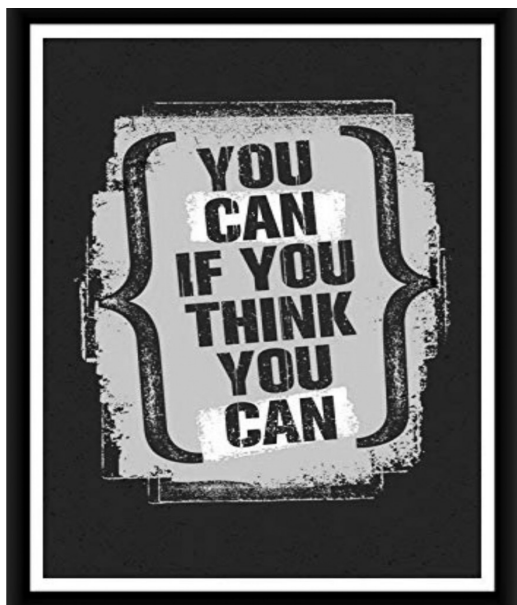
	NE	E	SE	
	Excellent	Good	Average	
N	Good	Good	Avoid	S
	Average	Good	Avoid	
	NW	W	SW	

Study Room



A good study room must have good ventilation and light and no other house hold articles must be placed in this room. Sun light, fresh air must enter the room as it contains a good source of energy. Paste motivational pictures in your study room. If you don't have separate study room, you can bifurcate the hall in to a study room by placing the curtain in between. Proper lighting and adequate space together constable a good study room. In case if you don't have a big hall or a separate room, its suggested that the library is a right place to study or prefer any other calm surroundings.

Motivational Quotes/Picture



Study Lamp



Place a study lamp on the study table make use of it during night study lamps are available in different varieties and you can buy by referring the net sites. Purchasing online is owners risk. Authentic products are available at affordable costs.

Keep a water bottle filled near the lamp and sip it at regular intervals.

Study Habits

One should not study their lessons immediately after sitting in the table. Organize all the materials like a book, notebooks, pencil, pen etc., before you start studying. Just like a warm up session for an athlete one should skim through the topics. Your mind fully on the units of the lesson. Notes making is an essential part of your study session. Making down the important points and write the key words in the form of hints. While revising for exams go through the important key words, you can develop and write it in the form of a passage.

Your study session must be divided is to your parts.

- i) What to study?
- ii) When to study?
- iii) Where to study?
- iv) How much to study?

Instead of studying at a stretch of 2–3 hrs divide into smaller chunks like 40–5–40 a 5 minute break or rest is a must in between two sessions. Studying is not only Memorizing facts and information. It is more than that.

Study Hacks

Study hacks are nothing but an itinerary or time schedule or time slot. To make complex steps easy, this study method is used. It's a type of a study schedule.

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