

IGNOU Answer Writing – DO's

1. Follow the IGNOU Structure (Very Important)

- Always write answers in a **structured format**:
 - Introduction
 - Body (headings / sub-headings)
 - Conclusion
 - Use **headings taken from the IGNOU study material** wherever possible.
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2. Respect Word Limits

Marks	Expected Length
15 marks	600–700 words
10 marks	400–500 words
5 marks	200–300 words
2–3 marks	50–100 words

Writing **too little or too much** reduces marks.

3. Write Point-Wise Answers

- Use **numbered or bulleted points**, especially for:
 - Definitions
 - Characteristics
 - Advantages / limitations
 - Steps / processes
 - This improves readability and helps evaluators award marks quickly.
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4. Use Keywords from Study Material

- Reproduce **exact terminology** used in IGNOU blocks.
 - Underline key terms once or twice (do not overdo).
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5. Add Examples & Diagrams Where Relevant

- Simple, **labelled diagrams** fetch extra marks in:
 - Education
 - Geography

- Sociology
 - Science & Management courses
 - Examples should be **syllabus-based**, not random.
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6. Maintain Clear Presentation

- Write legibly
 - Leave **space between answers**
 - Attempt questions **in order**
 - Start each answer on a new page if possible
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7. Balance Depth & Breadth

- Cover **all parts of the question**
 - Avoid over-explaining one aspect while ignoring others
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8. Use Neutral, Academic Language

- Write in **third person**
 - Avoid personal opinions unless asked
 - Maintain formal tone (English or Hindi as opted)
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IGNOU Answer Writing – DON'Ts

1. Don't Ignore the Question Directive

Words like:

- *Explain*
- *Discuss*
- *Critically analyse*
- *Differentiate*
- *Examine*

Each requires a **different approach**. Writing the same type of answer for all costs marks.

2. Don't Copy Assignments Verbatim

- Examiners can easily identify assignment-style answers

- Assignments and TEE answers must differ in:
 - Structure
 - Examples
 - Flow
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3. Don't Write Irrelevant Content to Increase Length

- Marks are awarded for **relevance**, not volume
 - Filler content is penalized
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4. Don't Skip Introductions or Conclusions (Long Answers)

- Missing either can cost **1–2 marks**
 - Keep them brief and focused
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5. Don't Overuse Underlining or Capital Letters

- Excessive highlighting reduces readability
 - Underline only **key concepts**
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6. Don't Mix Languages

- Do not mix English and Hindi in the same answer
 - Stick to the **chosen medium**
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7. Don't Leave Answers Incomplete

- Even if short on time:
 - Write **headings + key points**
 - Partial answers fetch partial marks
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8. Don't Ignore Time Management

- Spending too much time on one answer affects others
 - Allocate time strictly by marks
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High-Scoring IGNOU Answer Template (Recommended)

For 10 / 15 Mark Questions

1. **Introduction**
 - Define / contextualize the topic (3–4 lines)
 2. **Main Body**
 - 4–6 headings
 - Explanation + examples
 3. **Conclusion**
 - Summary / relevance / implication
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Common Examiner Expectations (Hidden but Crucial)

- Direct linkage with **study material**
 - Conceptual clarity over memorization
 - Logical sequencing
 - Neatness and legibility
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Final Tip

IGNOU does not reward “rote answers”; it rewards **structured, syllabus-aligned, clearly presented responses**.