

# 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.

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## 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.

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## 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**.