

IGNOU Study Notes – Standard Format

Header (Mandatory)

- **Programme:** (e.g., BA, MA, B.Com, MBA)
 - **Course Code & Title:** (e.g., BEGC-101 – Indian Classical Literature)
 - **Block & Unit No.:**
 - **Topic / Sub-topic:**
 - **Date:**
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1. Introduction (3–4 lines)

- Brief definition or overview of the topic
- Context or background (historical/theoretical)
- Relevance to the syllabus

Tip: Write as if answering a 5-mark question intro.

2. Key Concepts / Definitions

- Concept 1 – short explanation
- Concept 2 – short explanation
- Important terminology (bold or underline keywords)

Use **bullet points**, not paragraphs.

3. Core Content (Main Body)

Divide into clear sub-headings exactly as in SLM:

3.1 Sub-heading One

- Explanation (3–5 bullet points)
- Example / case (if applicable)

3.2 Sub-heading Two

- Explanation
- Diagram / flowchart (if possible)

IGNOU examiners prefer **structured answers with headings**.

4. Diagrams / Tables / Flowcharts

- Simple hand-drawn or text diagrams
- Comparative tables (very effective for 10-mark answers)

Example:

Aspect	Type A	Type B
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Meaning

Features

5. Important Points for Exams

- Frequently asked themes
- Repeated PYQ areas
- Keywords to include in answers

This section is critical for **last-day revision**.

6. Previous Year Question (PYQ) Link

- Example:
“Discuss the significance of ... (June 2022, Dec 2023)”

(Optional but highly recommended)

7. Conclusion (2–3 lines)

- Summary of the topic
- Contemporary relevance / closing remark

Always include a conclusion in 10- and 15-mark answers.

8. Keywords / Quick Revision Box

- Term 1
- Term 2
- Term 3

Use this for rapid recall before exams.

Handwritten Notes Guidelines (Very Important)

- Use **blue/black pen only**
- Headings: CAPITAL or underlined
- Margins for keywords
- Avoid long paragraphs
- Leave space to add points later

Digital Notes (If Typing)

- Font: Calibri / Times New Roman
- Size: 12 (text), 14–16 (headings)
- Line spacing: 1.3–1.5
- Highlight keywords in **bold**

IGNOU-Specific Exam Tip

IGNOU values **clarity, structure, and syllabus-based content** more than language sophistication.

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