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1. Lec en e h ld be a ecific and c nc e e a ible. Be eci e ab helec e ke idea .I make hemea ie nde and, emembe anda l .
 2. Take elec i en e .D n c inf ma i n e ba im. W i e d n idea f m helec e ha a em alien .If ge ck de e a e, i ed n inglec e d hel emind f he ic, heng back and fill in blank la e .
 3. F c nlec e inf ma i n ha ie ge he e lain im an heme .C m a e and c n a find ela i n hi and c ea e men al filing em gani e inf ma i n.

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1. De el he in en i n lea n hile a e in a lec e. Y e made he eff and aken he ime c me helec e. Make he m f ime b lea ning he inf ma i n a ecei ei .The m e inf ma i n nde and, hele ll ha e mem i e.
 2. Li enf cle ha i im an inf ma i n in helec e.

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1. Ge in l ed in he idea and inf ma i n being e en ed. Ra he han hinking f elfa a ending (in he a i e en e) a lec e, hinkin e m f a ici a ing in helec e (he a ld a ici a e in a c n e a i n.)
 2. Si f n hea be e , ee be e , a iddi ac i n .
 3. C m a en e i h fell den ge hei a egie f g d n e aking.

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1. Take a min e bef e cla an ici a e ha he in c i likel e en ba ed n:
 - The llab
 - Wha ha been e en ed in he c e h fa
 - A ick e ie f n e f m hela lec e
 - A ick glance a he eading a igned f he c en cla
 2. Wha i he ela i n hi be een inf ma i n e en ed in lec e and inf ma i n e en ed in he eading , in ec i n, in he i en k, in he blem a igned?
 3. An ici a e he a ma be e ed n ma e ial e en ed in lec e. Gi e elfa e e hel iden if a ea f eng h and diagn e a ea f eakne .

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