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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 e'n 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, ied 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 elai 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 eeci ei . The
m e inf ma i n nde and, hele ll ha e mem i e.
 2. Li en f 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 elf a a ending (in he