

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, hēng' 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.

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 enf cle ha i im an inf ma i n in helec e.

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, hink in 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 e n e ih fell den ge hei a egie f g d n e aking.

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 he la 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 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 .