

7cj Yf @YhYf 7\YW`]gh

Layout & Format

8cYgnci f Vtj Yf `YhYf \YUXYf a UHW nci f ffgj a f \YUXYf3

=gnci f Vtj Yf `YhYf Uddfcd]UHY]b `Yb[h\zf]"Y" bc a cfY h Ub cbY dU[YL3

8]X nci UXXfYgg h Y Vtj Yf `YhYf Uddfcd]UHY`m88 UHYz

Closing Paragraph

8]X ñei gdYVjZjW`mUg_ h\Ya Zcf Ub]bhYfj]Yk cddcfh b]hm8

8]X ñei]bVM XY ñei f d\cbY bi a VYfzYa Uj` UXXfYggzcf k Uhng]b k \jW h\YmVUb VtbhVMñei]Z h\Ym\Uj YUbmei Ygh]cbg3

8]X ñei h\Ub_ h\Ya Zcf hU_]b[h\Y h]a Y hc fYUX ñei f `YthYf3

8]X ñei gj[b h\Y XcW a YbhUh\Y YbX cZ h\Y `YthYfzk]h\ U hmdYX j Yfg]cb cZ ñei f bUa Y hc Zc`ck 3

Final Review

A U_Y gj fY ñei X]XbDh† ghfYghUHY ñei f fYgj a Y]b ñei f Vtj Yf `YthYfzdfcj]XY Yl Ua d`YgcZ\ck ñei XYa cbghfUHYX ñei f a Uf_YhUV`Y g_]`g]b ñei f k cf_"

5XX gca Y bi a VYfg hc UXX j Ui Y hc ñei f k cf_ [=hfU]bYX Y][\hdYcd`Yz cf [=VUZHfX Vta a i b]VWh]cb Zcf UVta dUbm k]h\ cj Yf &\$\$]bX]j]Xi Ugj 3

A U_Y gj fY hc dfccZYUX Zcf Ubm[fUa a Uh]W UbX di bVM Uh]cb Yffcfg"

A U_Y gj fY hc \Uj Y gca YcbY `cc_ cj Yf ñei f Vtj Yf `YthYf Zcf UgyVtbX cd]b]cb"
fK f]h]b[7YbhYfz7UFYf GYfj]Wgt

Tips & Tricks

: cVog`Yggcb k \Uhñei Yl dYVhZfca h\Y Vta dUbnzUbX a cfY cb
k \UhVYbYZ]hgñei k]` dfcj]XY h\UhVta dUbm
? bcl gca YcbY Uh\Y Vta dUbn3A Ybh]cb h\Ya °
6Y [Vbi]bY/VY ñei fgY`Z
G\ck• Yl V]hYa YbhUbX Ybh\i gjUga]b ñei f Vtj Yf `YthYf hc g\ck
h\Ya ñei UfY dUgg]cbUHY UbX h\ f]`YX Zcf h\]g cddcfh b]hm
Mci f•Vtj Yf `YthYf]g U k UmVta dUb]Yg Yj Ui UHY ñei f k f]hYb
Vta a i b]VWh]cb g_]`g
H\]g]gñei f cddcfh b]hmhc \i a Ub]nY ñei f Udd`]VWh]cb UbX
ghUbX ci h/hY` ñei f ghcfm