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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