

Phone Number Tips

When you're scanning for information, ask yourself:

- Is there a **table of contents** that I can look at?
- Are there **section titles** or **headings**? Which section do I need?
- Are the **key words** printed in **bold** here? Do I see any that are related to the information I need?
- Is there an **index** in the **back** of the book that will tell me where to look?
- Is anything here in **alphabetical** order?
- What do the **first sentences** in these paragraphs say? Are any of them related to what I'm looking for?

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