

19. You cannot use a dictionary when summarising your study material.
20. Plagiarism is not a serious offence.
21. When writing an exam, you should always answer the questions in numerical order.
22. E-mail etiquette is important in the workplace.
23. Mind maps help you to understand the relationships between concepts.
24. When you answer an essay question, you should try to include as much information as possible.

Do the following:

25. Create a mind map to summarise Chapter 7 (How to Ask for Help from Your Tutor). (5)
26. List 3 things you need to do if you want to earn good marks for your written assignments. (3)
27. List 5 important things to keep in mind when writing a cover letter. (5)
28. List 5 of the things that you should include in a resignation letter. (5)
29. List 3 methods you can use to summarise your study material. (3)
30. Give 2 examples of how good language skills can benefit your career. (2)
31. Complete the following sentence:

Summarising your study material gives you the opportunity to

-----