

Practice 3

Sort the bullet points into the combined table below.

- | | |
|---|--|
| <ul style="list-style-type: none"> • Close window coverings to keep in heat on cold nights • Use fans to cool and circulate air • Open window coverings during the day to let in heat from the sun • Close windows and doors when using air conditioning • Change furnace filters regularly • Lower thermostat while sleeping • Install air conditioning | <ul style="list-style-type: none"> • Use a portable space heater • Buy ENERGY STAR qualified windows and doors • Check and clean air conditioner filters regularly • Close window coverings during the day to keep out heat from the sun • Avoid cooling unoccupied rooms • Keep baseboard heaters free from obstruction |
|---|--|

HEATING AND COOLING TIPS	
Heating Tips	Cooling Tips
<u>No Cost</u>	<u>No-Cost</u>
• Close window coverings to keep in heat on cold nights • Open window coverings during the day to let in heat from the sun • Lower thermostat while sleeping • Keep baseboard heaters free from obstruction.	• Close windows and doors when using air-conditioning • Close window coverings during the day to keep out heat from the sun. • Avoid cooling unoccupied rooms
<u>Easy Low-Cost</u>	<u>Easy Low-Cost</u>
• Change furnace filters regularly • Use a portable space heater • Check and clean air conditioner filters regularly	• Use fans to cool and circulate air
<u>Investment</u>	<u>Investment</u>
• Buy ENERGY STAR qualified windows and doors	• Install air conditioning