

### Exercise 3

*How you start your report (the introduction) is very important.*

*Look at the statements and decide if they are True or False.*

*A good first paragraph (introduction) should ...*

1. give your opinion.
  - ☐ True
  - ☐ False
2. say what the process is.
  - ☐ True
  - ☐ False
3. include every detail of the process.
  - ☐ True
  - ☐ False
4. give extra information based on your own knowledge.
  - ☐ True
  - ☐ False
5. state how many stages are in the process.
  - ☐ True
  - ☐ False
6. identify the start and end of the process.
  - ☐ True
  - ☐ False