

**Practice 3**

Sort the bullet points into the combined table below.

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

HEATING AND COOLING TIPS	
Heating Tips	Cooling Tips
<b><u>No Cost</u></b>	<b><u>No-Cost</u></b>
<ul style="list-style-type: none"> <li>• Close window coverings to keep in heat on cold nights</li> <li>• Open window coverings during the day to let in heat from the sun</li> <li>• Lower thermostat while sleeping</li> <li>• Keep baseboard heaters free from obstruction.</li> </ul>	<ul style="list-style-type: none"> <li>• Close windows and doors when using air-conditioning</li> <li>• Close window coverings during the day to keep out heat from the sun.</li> <li>• Avoid cooling unoccupied rooms</li> </ul>
<b><u>Easy Low-Cost</u></b>	<b><u>Easy Low-Cost</u></b>
<ul style="list-style-type: none"> <li>• Change furnace filters regularly</li> <li>• Use a portable space heater</li> <li>• Check and clean air conditioner filters regularly</li> </ul>	<ul style="list-style-type: none"> <li>• Use fans to cool and circulate air</li> </ul>
<b><u>Investment</u></b>	<b><u>Investment</u></b>
<ul style="list-style-type: none"> <li>• Buy ENERGY STAR qualified windows and doors</li> </ul>	<ul style="list-style-type: none"> <li>• Install air conditioning</li> </ul>