

Based on Carla and Luis conversation, number the events in the correct order (1 = first, 7 = last).

- _____ **Review** the document and **check** for mistakes.
- _____ **Ask** the supervisor or **request** feedback from the team.
- _____ Read the **instructions** carefully and understand the **requirements**.
- _____ **Confirm** that everything follows the correct **procedure**.
- _____ Divide it into sections and **include** all the important **details**.
- _____ Submit it **before** 5 p.m. today.
- _____ **Organize** the **information** and **prepare** the first draft.