



Study Guide Check

DECISION MAKING · TWO COLUMNS

Armando scrolls past the vocabulary table in the shared study guide and finds twelve extra terms added under the review tab. The group had agreed to turn in one clean guide, with each term carrying a definition, example, and page source. Some new entries have only copied phrases, and two repeat terms already listed in the chapter section. Armando's section is due in the final version, but deleting every extra entry could remove useful review material. He needs a quick check that separates edits that improve the guide from moves that only hide the mess.

Sort each possible move into the column where it belongs.

WORKS	DOESN'T WORK

- 1. Check each extra term against the chapter list before deleting it.
- 2. Keep entries that have a definition, example, and page source.
- 3. Mark duplicate terms so only the strongest version remains.
- 4. Delete the whole review tab because it has too many entries.
- 5. Leave blank source boxes for someone else to fill later.
- 6. Move unclear entries to the final guide without checking them.

Think about it: What would change if Armando deleted all extra terms without checking them first?