**Scavenger Hunt D: Search Terms**

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| Name: |  | Date: |  |

**Directions:** Read “Using the Handbook” on page iii in *All Write*. Once you understand how your handbook works, use it to answer the questions that follow.

1. How many **meters** are in one mile?

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|  | meters | (page |  | ) |

1. Do **periods and commas** that follow quoted material go **inside** or **outside** quotation marks?

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1. What is the first **level of thinking** you practice in school?

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1. What information is found in a heading for a **business letter**?

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1. What are the five steps in the **writing process**?

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1. You **capitalize** words such as *mother, father, aunt,* and *uncle* when . . .

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1. An **idiom** is . . .

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