Appendix 9a

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A PLATOON
1/1/08

HOW CLASS NOTES SHOULD LOOK – INSTRUCTOR FIREFIGHTER

I. HOW CLASS NOTES SHOULD LOOK
- A. ALL UPPER CASE
- B. ALL IN OUTLINE FORMAT
- C. PRINTED NEATLY ON LINED PAPER
- D. IF TYPED
  1. USE 12 POINT FONT
  2. USE ARIAL STYLE LETTER FONT OR IF TYPEWRITER USE STANDARD TYPE SET
  3. MARGINS
     - a. USE .5 TOP MARGIN
     - b. USE 1.0 BOTTOM AND SIDE MARGINS
     - c. USE .5 TAB SETTING

II. ENJOY LEARNING