

# How to use this book

Each learning assignment in this workbook has a similar structure, to make its use as straightforward as possible. Information and guidance that is needed to be able to complete the practical work is included in each assignment.

You will be able to identify the following parts of the text:

- Background information introducing the topic at the beginning of each assignment.
- Other relevant knowledge given under the heading 'Additional information'.
- In the sections 'Useful observations' you will find points which will help you in becoming familiar with the process and in exploring ways in which it can be used.
- The practical 'Tasks' are represented in a logical sequence so that they can be accomplished safely and successfully. In many cases 'Additional tasks' are included to reinforce and enhance the basic practical work.
- If there is information of particular interest concerning the practical tasks, you will find this under the heading 'A point to note' or 'Points to note'.

All the diagrams and illustrations which are needed for each assignment are given at the appropriate point in the text.

You are recommended to obtain a folder in which to keep work you have completed. This will serve as a record of your achievements and may be useful for future reference.