

**The University Of Jordan**

**Faculty of Dentistry**

**third Year**

**SUMMER SEMESTER**

**2015-2016**





**Lecture # :**

**Doctor :**

Name

**Done By :**

Name

**Corrected By :**

Name

**Day & Date :**

Day, Month, Date, 2015

sheet

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هاتـــف :

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**PRICE :**

Hello writer,
please read the following before starting, Thank you.

**Objectives of this template:**

* Making the sheet as short as possible.
* Uniting our sheets layout.
* Facilitate the correction of the sheet.
* *kindly stick to the following features and properties when you write the sheet*
* **Font** : new times roman , or something similar to it ( you can use other font types in headings and such)
* **font size** : 12 ( you can apply larger font sizes in headings and important information; your sheet your design)
* The exact page borders which are applied in this document.
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Left: 1.0 --- right: 1.0
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* Don’t use abbreviations like: ( u: you , plz: please , … etc) and don’t have to use the exact doctors’ words.
* Use some punctuation marks to make information clearer.
* Always write the notes in brief paragraphs with bullets or numbers.

Try to do the following, and the correction team are supposed to check it again and do it correctly, so it’s ok if you couldn’t do it:

* take a look at the cover page,
* fill the spaces (lecture # , doctor name, day and date)
* check out the website box, it must be vertically oriented
* take a look to the header, write the title-sheet #

**some tips :**
1- use { shift + enter } to move to a new line within the same paragraph. This is useful when using bullets and numbering systems in Microsoft office.

2- to make it easier to move the pictures and figures, and put them between paragraphs use square layout option.
see the picture aside 🡪

When you finish the sheet you are expected to send it to:
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**Now you can start writing the sheet, Good luck. ☺**

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**# DENTAL CORRECTION TEAM 2013**

**#Thank you**