

OBJECTIVE CAE SECOND EDITION TEACHER Handbook

objective cae second edition teacher is a crucial term for educators preparing students to excel in the Cambridge Advanced English (CAE) exam, particularly with the second edition of the official preparation materials. Teachers play a pivotal role in guiding learners through the exam format, honing their language skills, and boosting their confidence to achieve high scores. This article provides a comprehensive overview for teachers focusing on the Objective CAE Second Edition, including its features, teaching strategies, and resources to optimize instruction and student success.

Understanding the Objective CAE Second Edition

What is the Objective CAE Second Edition?

The Objective CAE Second Edition is an updated version of the well-known exam preparation book published by Cambridge University Press. It is designed specifically to help students prepare for the Cambridge Advanced English (CAE) exam, which is part of the Cambridge English Qualifications suite. This edition incorporates new exam formats, contemporary topics, and updated practice materials to reflect current language use and exam trends.

Key Features of the Second Edition

- Comprehensive Practice Tests: Multiple full-length practice exams that mirror real exam conditions.
- Updated Content: New reading, writing, listening, and speaking activities aligned with the latest exam specifications.
- Skill Development: Focus on improving grammatical accuracy, vocabulary, reading comprehension, and speaking fluency.
- Exam Strategies: Tips and techniques tailored to each part of the exam, helping students understand what examiners look for.
- Audio Materials: Authentic listening practice with downloadable audio files.
- Teacher's Resources: Additional teaching notes, answer keys, and classroom activities.

Role of the Teacher in Utilizing Objective CAE Second Edition

Guiding Students Effectively

Teachers are central to helping students navigate the exam's structure and requirements. They facilitate learning by:

- Explaining exam formats and expectations.
- Developing tailored lesson plans incorporating the book's materials.
- Monitoring progress through regular assessments.
- Providing constructive feedback to enhance performance.
- Building students' confidence through targeted practice.

Incorporating the Book into Classroom Instruction

Effective integration of the Objective CAE Second Edition involves:

- Using practice tests to simulate exam conditions.
- Emphasizing exam strategies during lessons.
- Assigning specific units and exercises based on student needs.
- Encouraging peer collaboration during speaking activities.
- Utilizing the teacher's resources for supplementary activities.

Teaching Strategies for the Objective CAE Second Edition

1. Diagnostic Assessment

Begin by assessing students' current proficiency levels to identify strengths and weaknesses. Use diagnostic tests from the book or custom assessments to tailor instruction.

2. Focused Skill Development

Break down lessons into skill-specific modules:

- Reading comprehension strategies (skimming, scanning, inference)
- Writing skills (essay structure, formal/informal language)
- Listening for detail and gist
- Speaking fluency and coherence
- Grammar and vocabulary expansion

3. Practice with Realistic Timings

Simulate exam conditions by timing practice sessions. This helps students manage their time effectively and reduces exam anxiety.

4. Teach Exam Strategies

Introduce techniques such as:

- Elimination methods for multiple-choice questions
- Note-taking strategies during listening tasks
- Planning essays before writing
- Using appropriate register and tone

5. Regular Feedback and Review

Provide detailed feedback on practice exercises, focusing on language accuracy, task achievement, and exam technique. Review common errors and misunderstandings regularly.

Resources and Materials for Teachers Using Objective CAE Second Edition

Official Cambridge Resources

- Teacher's Book: Offers detailed lesson plans, answer keys, and exam tips.
- Audio Files: Authentic listening materials to improve comprehension.
- Online Practice: Additional exercises and mock tests available on Cambridge's platform.

Supplementary Materials

- Online Platforms: Websites offering mock exams, vocabulary building exercises, and interactive activities.
- Apps and Software: Language learning apps that reinforce vocabulary and grammar skills.
- Other Practice Books: Complementary resources for targeted practice, such as vocabulary workbooks and grammar guides.

Preparing Students for the Exam Day

Building Confidence

- Conduct mock exams under timed conditions.
- Encourage peer support and group discussions.
- Teach stress management techniques.

Final Tips for Teachers

- Review common exam pitfalls.
- Emphasize the importance of reading instructions carefully.
- Encourage students to practice speaking with peers or through language exchange.
- Remind students to manage their time effectively during each section.

Conclusion

The role of the **objective cae second edition teacher** is vital in guiding students towards success in the Cambridge Advanced English exam. By harnessing the comprehensive resources provided in the second edition of the Objective CAE, teachers can design engaging, strategic, and effective lessons that address all exam components. Through focused skill development, practice, and feedback, educators empower learners to approach the exam with confidence and competence. Embracing the latest materials and employing innovative teaching strategies ensures that students are well-prepared to achieve their desired scores, opening doors to academic, professional, and personal opportunities around the world.

Objective CAE Second Edition Teacher: An In-Depth Review of the Essential Companion for Exam Preparation

Introduction

The Objective CAE Second Edition Teacher resource has become a staple in the arsenal of educators preparing students for the Cambridge Advanced English (CAE) exam, now officially known as C1 Advanced. As the exam landscape evolves, so too does the need for comprehensive, authoritative teaching materials that align with current standards and best practices. This review aims to unpack the features, strengths, and potential limitations of the Objective CAE Second Edition Teacher's Book, providing educators with a detailed understanding of its role in effective exam preparation.

Overview of the Objective CAE Second Edition Teacher

The Objective CAE Second Edition Teacher is a teacher's resource designed to accompany the student's textbook of the same name. Published by Cambridge University Press, it is tailored specifically to guide educators through the curriculum, offering instructional strategies, answer keys,

supplementary activities, and assessment tools aligned with the latest CAE exam specifications.

Key Objectives of the Teacher's Book:

- Facilitate comprehensive lesson planning
- Provide detailed answer keys with explanations
- Offer teaching tips and strategies for exam success
- Incorporate additional exercises and resources
- Support differentiated instruction for diverse learner needs

Content and Structure of the Teacher's Book

The Objective CAE Second Edition Teacher is meticulously organized to align with the student's textbook, ensuring a seamless teaching and learning experience. Its structure generally includes the following components:

- Introduction and Overview

An initial section introduces the exam format, scoring criteria, and the pedagogical approach underpinning the course. This helps teachers understand the exam's demands and how the material supports skill development.

- Unit-by-Unit Guidance

Each unit of the student's book is complemented by detailed lesson plans, including:

- Learning objectives
- Teaching notes
- Suggested timings
- Key language points
- Strategies for tackling specific question types

- Answer Keys and Model Answers

The teacher's resource provides comprehensive answer keys for all exercises, including:

- Multiple-choice questions
- Gap-filling tasks
- Reading comprehension questions
- Listening exercises
- Writing tasks (with model answers)

Explanations are often included to clarify why certain answers are correct, which is invaluable for both teachers and students.

- Additional Practice and Activities

To reinforce learning, the book offers supplementary activities such as:

- Extra grammar and vocabulary exercises
- Pronunciation drills
- Speaking prompts
- Writing practice tasks

These are designed to target common student weaknesses and expand their language proficiency.

- Exam Strategies and Tips

A notable feature is the inclusion of practical advice on:

- Time management during the exam
- Question-specific strategies
- Common pitfalls and how to avoid them
- Approaches to improve confidence and performance

Strengths of the Objective CAE Second Edition Teacher

- Alignment with Current Exam Standards

The Second Edition is carefully updated to reflect the latest format and expectations of the CAE exam, ensuring that teaching is relevant and effective.

- Clear and Accessible Instructions

The instructions and guidance are written in a straightforward manner, making it accessible even for teachers new to CAE preparation or those unfamiliar with Cambridge exams.

- Comprehensive Answer Explanations

Unlike simple answer keys, the detailed explanations help teachers understand the reasoning behind correct answers, enabling more targeted instruction.

- Rich Supplementary Resources

The inclusion of additional activities, vocabulary lists, and exam tips enriches the teaching experience and helps cater to varied learner needs.

- Focus on Skill Development

Particularly strong in fostering exam strategies, the resource emphasizes not just language competence but also test-taking skills that boost student confidence.

Limitations and Areas for Improvement

While the Objective CAE Second Edition Teacher is a robust resource, it is not without its shortcomings:

- Limited Digital Integration

In an era increasingly driven by digital learning, the book's reliance on printed materials can be a limitation. Teachers seeking interactive or online resources may need to supplement it with additional digital tools.

- Potential for Over-Standardization

Some educators might find the structured approach somewhat rigid, especially if they prefer more flexible or creative teaching methodologies.

- Focus on Exam Skills Over Broader Language Development

While exam strategies are well-covered, there is less emphasis on fostering broader communicative competence beyond exam contexts. Teachers aiming for holistic language teaching might need supplementary materials.

- Cost and Accessibility

As a premium resource from Cambridge, it might be less accessible for teachers or institutions with limited budgets, especially outside major educational hubs.

Practical Applications in the Classroom

The Objective CAE Second Edition Teacher can be integrated into various teaching contexts:

- Classroom Instruction: Serves as a comprehensive guide for lesson planning and delivery, ensuring coverage of all exam components.
- Exam Preparation Courses: Acts as a core resource for intensive CAE preparation, providing students with targeted practice.
- Self-Study Support: Teachers can assign exercises from the book for homework or self-study, especially the practice activities and model answers.
- Mock Exams and Assessment: The detailed answer keys facilitate the creation of mock exams and formative assessments, helping track student progress.

Recommendations for Educators

To maximize the benefits of the Objective CAE Second Edition Teacher, educators should consider the following:

- Supplement with Digital Resources: Use online platforms or official Cambridge materials for interactive exercises, listening practice, and up-to-date exam tips.
- Adapt Materials to Learner Needs: While structured, the teacher should tailor activities to suit their students' proficiency levels and interests.
- Incorporate Broader Skill Development: Combine the resource with activities that promote general language skills beyond exam-specific tasks.
- Engage in Continuous Professional Development: Attend workshops or training sessions on CAE teaching strategies to enhance delivery.

Conclusion

The Objective CAE Second Edition Teacher is a comprehensive, well-structured, and authoritative resource that effectively supports teachers in preparing students for the Cambridge Advanced English exam. Its detailed guidance, extensive answer explanations, and supplementary activities make it a valuable asset for both novice and experienced educators. While it could benefit from more digital integration and flexibility, it remains a cornerstone resource aligned with current exam standards.

For teachers committed to helping their students succeed at CAE, investing in this resource can lead to more organized, strategic, and confident exam preparation. When used thoughtfully alongside other materials and teaching methods, the Objective CAE Second Edition Teacher has the potential to significantly enhance the quality and effectiveness of language instruction for advanced learners.

QuestionAnswer What are the key features of the Objective CAE Second Edition Teacher's Book? The Objective CAE Second Edition Teacher's Book offers detailed lesson plans, answer keys, audio scripts, teaching tips, and additional resources to effectively prepare students for the CAE exam. It also includes sample exam tasks and guidance on exam strategies. How does the Objective CAE Second Edition Teacher's Book support exam preparation? It provides comprehensive practice activities, model answers, exam tips, and tailored lesson plans that help teachers develop students' skills in reading, writing, listening, and speaking, aligning with the CAE exam format. Is the Objective CAE Second Edition Teacher's Book suitable for self-study teachers? While primarily designed for classroom use, the Teacher's Book offers detailed guidance and resources that can also support self-study teachers in planning lessons and understanding exam requirements. Does the Objective CAE Second Edition Teacher's Book include digital resources? Yes, it often comes with access to online supplementary materials, downloadable audio, and additional practice tests to enhance teaching and student practice. What level of teaching experience is recommended for using the Objective CAE Second Edition Teacher's Book? It is suitable for both experienced teachers and those new to CAE exam preparation, providing clear instructions and support for effective teaching at various levels of experience. How can teachers effectively utilize the Objective CAE Second Edition Teacher's Book in their lessons? Teachers can use the detailed lesson plans, sample activities, and exam tips to structure lessons, adapt materials to student needs, and incorporate practice tests to build confidence and improve exam performance.

Related keywords: CAE, second edition, teacher's guide, exam preparation, Cambridge English, test strategies, teaching resources, exam tips, language teaching, assessment tools

OBJECTIVE PART A

Objective Part A: A Comprehensive Guide to Understanding and Implementing It

Introduction to Objective Part A

In the realm of project management, strategic planning, and academic assessments, clarity of objectives is essential for success. Among the various components that constitute a well-structured plan or assessment, Objective Part A holds particular significance. It often serves as the foundational element that guides subsequent activities, evaluations, and outcomes. Understanding what Objective Part A entails, its purpose, and how to effectively implement it can markedly improve the quality and effectiveness of your projects or assessments.

This article delves into the intricacies of Objective Part A, providing insights into its definition, importance, formulation, best practices, and real-world applications. Whether you are a student preparing for an exam, a project manager designing a new initiative, or a researcher drafting an academic paper, mastering Objective Part A is crucial for clarity and success.

What is Objective Part A?

Definition and Context

Objective Part A typically refers to the initial segment of a broader set of objectives within a project, study, or assessment. It is designed to specify a clear, concise goal that directs the subsequent activities. In many frameworks, Objective Part A serves as the primary or overarching objective, setting the tone and scope for the entire endeavor.

For example:

- In academic assessments, Objective Part A might ask students to identify key concepts or define core terms.
- In project planning, it might specify the primary aim of the project, such as increasing efficiency or expanding outreach.
- In research, Objective Part A could involve establishing hypotheses or foundational knowledge.

The purpose of Objective Part A is to establish a clear target that guides all subsequent efforts, ensuring that all stakeholders are aligned on the fundamental goal.

Importance of Objective Part A

The significance of Objective Part A cannot be overstated. It provides numerous benefits, including:

- Clarity and Focus: Clearly defined objectives help prevent scope creep and keep efforts aligned.
- Measurement and Evaluation: Well-formulated objectives enable effective assessment of progress and success.
- Resource Allocation: Knowing the primary goal helps in allocating time, budget, and human resources efficiently.
- Motivation and Direction: Clear objectives motivate team members by providing a shared understanding of the purpose.
- Communication: Objectives serve as a communication tool to inform stakeholders about the project's intent.

Without a well-defined Objective Part A, efforts may become scattered, inefficient, or misaligned with overall goals.

Formulating Effective Objective Part A

Creating a compelling and actionable Objective Part A requires careful planning and consideration. The following guidelines can help craft objectives that are clear, measurable, and achievable.

Characteristics of a Good Objective Part A

A well-structured Objective Part A should be:

- Specific: Clearly defines what is to be achieved without ambiguity.
- Measurable: Allows for assessment through quantifiable indicators.
- Achievable: Realistic within the available resources and constraints.
- Relevant: Aligned with the broader goals and purpose.
- Time-bound: Includes a timeframe or deadline for completion.

This framework is often summarized as SMART objectives, which are widely used across project management and research.

Steps to Develop Objective Part A

- Identify the Main Goal: Understand the overarching purpose of your project or assessment.
- Conduct Background Research: Gather relevant data or literature to inform your objective.
- Define the Scope: Determine what is within and outside the scope of the objective.

- Draft the Objective Statement: Write a clear, concise statement that encapsulates the goal.
- Ensure SMART Criteria: Review the objective against SMART principles.
- Seek Feedback: Consult stakeholders or team members to refine the objective.
- Finalize the Objective: Confirm clarity, feasibility, and alignment before implementation.

Examples of Objective Part A Statements

- "To analyze the impact of social media marketing on consumer engagement within the retail sector over a six-month period."
- "To develop a prototype of a mobile application that enhances language learning for users aged 15-25 by the end of Q3."
- "To determine the effectiveness of the new training program in improving employee productivity within three months."

Implementing Objective Part A in Practice

Once formulated, implementing Objective Part A involves several strategic steps to ensure its success.

Aligning Team and Resources

- Communicate the objective clearly to all team members.
- Assign roles and responsibilities related to achieving the objective.
- Allocate necessary resources, such as budget, tools, or expertise.

Setting Milestones and Deadlines

- Break down the main objective into smaller, manageable tasks.
- Establish timelines for each task to keep progress on track.
- Regularly review milestones to assess progress and make adjustments.

Monitoring and Evaluation

- Develop key performance indicators (KPIs) linked to the objective.
- Use tools like progress reports, dashboards, or meetings to monitor advancement.
- Adjust strategies as needed based on ongoing evaluation.

Documenting and Reporting

- Keep detailed records of activities related to Objective Part A.
- Prepare reports highlighting achievements, challenges, and lessons learned.
- Share findings with stakeholders to demonstrate progress and accountability.

Common Challenges and How to Overcome Them

Despite careful planning, several challenges may arise when working with Objective Part A. Understanding these hurdles and solutions can enhance your success.

Vague or Overly Broad Objectives

- Challenge: Objectives that are too vague lead to confusion.
- Solution: Use the SMART framework to refine and specify the objective.

Unrealistic Expectations

- Challenge: Setting goals that are unattainable within constraints.
- Solution: Conduct feasibility assessments and adjust expectations accordingly.

Misalignment with Overall Goals

- Challenge: Objectives that do not support the broader mission.
- Solution: Ensure alignment through stakeholder consultation and strategic review.

Lack of Clear Metrics

- Challenge: Difficulty in measuring success.
- Solution: Define specific KPIs and establish measurement methods early on.

Conclusion: The Significance of Objective Part A

Mastering Objective Part A is fundamental for the success of any project, assessment, or research initiative. It serves as the compass guiding all subsequent activities, ensuring clarity, focus, and alignment among stakeholders. By adhering to best practices in formulation and implementation,

and by anticipating common challenges, you can maximize the effectiveness of your objectives.

A well-crafted Objective Part A not only streamlines efforts but also enhances accountability and evaluability. Whether you are designing a new project, conducting research, or preparing an assessment, investing time and effort into defining a clear, measurable, and achievable Objective Part A will set the foundation for success. Remember, clarity at the outset paves the way for accomplishment and impactful results.

If you need further assistance on specific aspects of Objective Part A or examples tailored to your field, feel free to ask!

Objective Part A: A Comprehensive Analysis

Understanding the nuances of Objective Part A requires a thorough exploration of its design, purpose, and overall effectiveness within its intended context. This component, often integral to broader assessments or systems, plays a crucial role in shaping outcomes, evaluating performance, or establishing foundational standards. In this review, we delve into the core aspects of Objective Part A, providing an in-depth analysis that considers its strengths, limitations, and potential areas for improvement.

Introduction to Objective Part A

Objective Part A typically functions as the initial segment of a larger evaluation or assessment framework. Its primary goal is to measure specific knowledge, skills, or competencies through clearly defined, objective criteria. Unlike subjective assessments, which rely on personal judgment, Objective Part A emphasizes standardized, measurable outcomes, often employing multiple-choice questions, true/false items, or matching exercises.

The importance of Objective Part A lies in its ability to provide a reliable baseline for further analysis. It offers quantifiable data that can inform decisions, identify areas of strength or weakness, and guide subsequent stages of evaluation. Its design often reflects a balance between comprehensiveness and efficiency, aiming to cover essential content without overburdening respondents.

Design and Structure of Objective Part A

The architecture of Objective Part A is pivotal to its effectiveness. Typically, it comprises a series of questions or tasks carefully curated to align with predefined learning objectives or competency standards. The design process involves multiple considerations:

- Content Validity: Ensuring that questions accurately represent the domain of knowledge or skills being assessed.
- Question Format: Utilization of multiple-choice, true/false, matching, or fill-in-the-blank formats, chosen for their objectivity and ease of scoring.
- Difficulty Level: A balanced mix of easy, moderate, and challenging items to differentiate levels of understanding or proficiency.
- Number of Items: Adequate quantity to ensure reliability without causing fatigue.

Features of Objective Part A:

- Standardized question types for consistent evaluation.
- Clear, concise wording to prevent misinterpretation.
- Randomization options to reduce predictability and cheating.

Pros of this structure:

- Objective measurement reduces scorer bias.
- Facilitates automated grading, increasing efficiency.
- Easily scalable for large populations.

Cons:

- May oversimplify complex understanding.
- Limited capacity to assess higher-order thinking skills.
- Risk of questions being too predictable if not well-designed.

Effectiveness and Reliability

One of the key strengths of Objective Part A lies in its reliability. Because scoring is straightforward and based on predetermined answers, it minimizes subjectivity and variability between evaluators. This consistency ensures that results are comparable across different administrations and populations.

Factors contributing to its effectiveness include:

- Standardization: Uniform testing conditions and question formats foster fairness.
- Objectivity: Eliminates personal bias in scoring.

- Quantifiability: Results are easily expressed numerically, aiding statistical analysis.

Empirical Evidence:

Studies have demonstrated high internal consistency in Objective Part A assessments, reflected in strong Cronbach's alpha coefficients. Moreover, test-retest reliability tends to be high when questions are well-constructed and aligned with learning objectives.

Limitations:

- Over-reliance on factual recall rather than critical thinking.
- Potential for guessing, which can inflate scores.
- Does not capture practical or applied skills effectively.

Content Coverage and Scope

Ensuring comprehensive coverage of the relevant subject matter is vital for Objective Part A to be meaningful. The design should reflect a balanced representation of core topics, avoiding overemphasis on trivial details or neglect of fundamental concepts.

Strategies for effective coverage:

- Bloom's Taxonomy alignment: Incorporate questions across different cognitive levels.
- Content mapping: Ensure all key areas are proportionally represented.
- Regular updates: Refresh questions to stay current with evolving standards.

Advantages:

- Provides a broad assessment of knowledge.
- Identifies specific content areas where learners struggle.

Drawbacks:

- Potential for superficial coverage if not carefully curated.
- Risk of bias if certain topics are over- or under-represented.

Implementation and Practical Considerations

Effective deployment of Objective Part A requires attention to logistical and operational elements:

- Test administration: Can be conducted online, on paper, or via computer-based testing centers.
- Time management: Sufficient time allocation to complete questions without undue pressure.
- Security measures: To prevent cheating, such as question randomization and secure testing environments.

Pros:

- Flexibility in administration modes.
- Scalable for large cohorts.

Cons:

- Technical issues can affect online assessments.
- Needs robust infrastructure and support.

Advantages and Disadvantages Summary

Advantages:

- High reliability and objectivity.
- Efficient scoring and data analysis.
- Suitable for large-scale assessments.

Disadvantages:

- Limited assessment of higher-order thinking skills.
- May encourage rote memorization rather than deep understanding.
- Potentially narrow scope if not carefully designed.

Potential Improvements and Future Directions

While Objective Part A serves as a robust foundation for assessment, there are areas where enhancements could bolster its effectiveness:

- Incorporating adaptive testing techniques to tailor difficulty based on respondent performance.
- Developing hybrid formats that combine objective items with brief, structured open-ended questions.
- Leveraging technology to include multimedia elements for richer assessments.
- Regularly reviewing and updating question banks to ensure relevance and accuracy.
- Integrating analytics to identify question performance and bias.

Conclusion

Objective Part A remains an essential component in the landscape of assessments, offering a reliable, efficient, and standardized approach to measuring foundational knowledge and skills. Its design principles prioritize fairness and consistency, making it a valuable tool for educators, administrators, and evaluators alike. However, to fully realize its potential, continuous refinement is necessary, balancing objective measurement with the need to assess higher-order thinking, practical skills, and real-world application. Embracing technological advances and pedagogical insights will enable Objective Part A to evolve into a more comprehensive and nuanced evaluation instrument, ultimately serving the goal of fostering genuine understanding and competence.

Question What is the main focus of the Objective Part A in assessments? The main focus of Objective Part A is to evaluate the factual knowledge and understanding of key concepts related to the subject matter, often through multiple-choice or short-answer questions. **Answer** How can I effectively prepare for Objective Part A? Effective preparation involves reviewing key topics, practicing past exam questions, understanding core concepts, and familiarizing yourself with the exam pattern to improve accuracy and confidence. What types of questions are typically included in Objective Part A? Objective Part A usually includes multiple-choice questions, true/false statements, and fill-in-the-blank questions designed to test foundational knowledge and quick recall. Are there specific strategies to improve performance in Objective Part A? Yes, strategies include practicing time management, focusing on high-yield topics, eliminating obviously incorrect options in multiple-choice questions, and reviewing explanations for mistakes. How important is Objective Part A in overall exam scoring? Objective Part A is often a significant component of the overall score, as it assesses core knowledge that underpins more complex understanding required in later parts of the exam. Can Objective Part A questions be reused in multiple exams? Some questions may be reused or adapted over time, but it's important to study a broad range of topics as exams typically include new or modified questions to assess ongoing understanding. What are common pitfalls to avoid in Objective Part A? Common pitfalls include rushing through questions, overthinking, neglecting to read questions carefully, and failing to manage time effectively during the exam. How does mastering Objective Part A benefit overall exam performance? Mastering Objective Part A helps build a strong foundation, boosts confidence, and can improve overall scores, making it easier to tackle more complex, subjective, or application-based questions later.

Related keywords: goal setting, performance criteria, evaluation metrics, assessment standards,

target achievement, measurable outcomes, key performance indicators, deliverables, project milestones, success criteria

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