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Commented [JM1]: This table of contents provides suggestions and accompanying explanations to my letter. Note that table of contents is always listed simply as "Contents"

Commented [JM2]: Tables of contents often just have the chapter number, not the word "chapter", but you can include it if you want. Your choice. I just want to show you a different look.

Commented [JM3]: All chapter headings should be parallel in structure. For instance, they could all be posed as questions. Do you want to follow with an answer or leave it provocative to draw the reader in? Here you could say something like "What about language and attitude?" Or, "Does it matter what we say and do?" Or you could stick with statements rather than questions, such as "Language and attitude: it matters what we say and do". Whatever structure you choose, it should be consistent across all chapter headings.

Commented [JM4]: Note that the subheads are listed here to prevent you having to flip back and forth through the manuscript to find them. They don't have to be all questions, for example, but should be similar in length and style.

Commented [JM5]: Possible subhead, as there is considerable text at the start of the chapter before a subhead on page 57.

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Commented [JM12]: Possible subhead. Please be more creative than me!

Commented [JM13]: Rename something like "Rebecca's story"?