Name_____Period_____Date_____

Note-taking – Creating an Effective Work Environment

MAIN IDEA	NOTES ON INFORMATION

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Name_____Period_____Date_____

KEY WORDS	DEFINITIONS

SUMMARY REFLECTION

After the slide presentation:

On the back of this handout, write a summary which reflects the information from the notes:

- Discuss the topic
- Write down your thoughts
- Make a real-world connection to the lesson
- Explain how this is this going to help you in the future

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