Name_____Period_____Date_____

Note-Taking
How May I Help You? Communication and Telephone Strategies

MAIN IDEA	NOTES ON INFORMATION

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Name_____Period_____Date_____

KEY WORDS	DEFINITIONS

SUMMARY REFLECTION

After the slide presentation:

With a partner, on the back of this handout, write a summary of questions, topics or statements which reflect the information from the lesson:

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

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