Name_____Period_____Date_____

## Note-taking – Business Procedures, Equipment and Technology

| MAIN IDEA | NOTES ON INFORMATION |
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**KEY WORDS**

**DEFINITIONS**

**SUMMARY REFLECTION**

**After the slide presentation:**

On the back of this handout, write a summary that 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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