Name______________________________Period_______________________Date____________________

Note-taking – How to Effectively Communicate with Clients

MAIN IDEA	NOTES ON INFORMATION

Copyright © Texas Education Agency, 2015. All rights reserved.

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

Copyright © Texas Education Agency, 2015. All rights reserved.