**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BK: \_\_\_\_**

 **POB Obj:1.02B**

**Cornell Note Taking – Email Etiquette**

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| Listen to the podcast, **Making an Impact with Your Email Etiquette** at the following website. http://www.sharonhillinternational.com/sharonhill/media/etiquette\_podcasts/undefinedScroll down until you locate the correct title of the podcast:  **Making an Impact with Your Email Etiquette**We will practice taking notes in the section below labeled “Notes”. After the podcast is done, we will read through our notes and pull out the main concepts to write into the “Key Ideas” section. Lastly, we will summarize what we’ve learned and write it down in the “Summary” section.  |
| **KEY IDEAS** | **PODCAST:** |
|  | **NOTES** |
| **SUMMARY – Be sure to write 2-3 complete sentences.** |
|  |