

Note-Taking Template: Reading Part 1

To:	Who:
Par. 1	
2	
...	
From:	Who:
What:	

Note-Taking Template: Reading Part 2

Due to the point-form nature of the diagrams presented in this part, you may not need to take many notes. If nothing else, try to answer a few of the W questions for the corresponding email.

Who?	What?	When?	Where?	Why?

Note-Taking Template: Reading Part 3

Who? What? When? Where? Why?	
Par. A	
B	
C	
D	

Note-Taking Template: Reading Part 4

Issue:

1	2	More individual(s)