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| Worksheet 13: Audience Notes |

**Exercise A – Taking Notes During a Live Presentation**

**Instructions:** While listening, you will need to take notes on the presentations of your classmates. After listening, work in a group to fill in your notes and then create several specific questions related to the presentation to ask them. Groups will take turns asking questions.

As the presenter, you will give short answers to the questions. It’s okay if you don’t know the answer, but you still have to give a polite response. Perhaps suggest a place that students could look to find the answer.

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| Presenter’s Name |  |
| Topic |  |
| Main Point 1  Details |  |
| Main Point 2  Details |  |
| Main Point 3  Details |  |
| Other notes |  |
| Questions to ask | 1.  2.  3. |