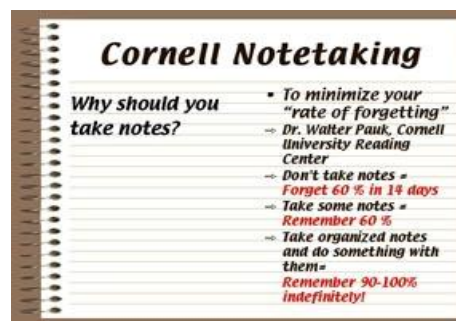**1.02 Cornell Note Taking - Guided Practice**

Listen to the podcast, **Making an Impact with Your Email Etiquette** at the following website http://www.sharonhillinternational.com/sharonhill/media/etiquette_podcasts/undefined.

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	