

INSTRUCTIONS

- REVIEW hand-out material provided to you by your instructor, *if any*.
- WRITE YOUR RESPONSE where indicated with >> marks.

YOU

Write your name, your class name, topic name here, and date in spaces provided.

YOUR NAME	CLASS/BLOCK NAME	TODAY'S DATE
>>	>>	>>
	TOPIC NAME >>	

OBJECTIVES

Copy the topic objectives here.

At the end of this topics, I should be able to:

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THOUGHT-STARTER

Briefly summarize the “thought-starter” presented by the instructor. If no thought-starter was presented, then briefly write a few things you already know about this topic.

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Videos

Summarize Video 1. Use complete sentences and good grammar.

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Summarize Video 2.

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Summarize Video 3.

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Text

Short Paragraphs

Summarize Paragraph 1.

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Summarize Paragraph 2.

>>

Summarize Paragraph 3.

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Summarize Paragraph 4.

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Multi-Paragraph Passage

Read the passage, then write six significant words, expressions or concepts from the passage.

>>	>>	>>
>>	>>	>>

Summarize the passage in your own words.

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Illustrations and Poster

Illustration

Copy or redraw the illustration shown in the student material. Consider how the illustration reinforces your understanding of the topic.

Use this space to redraw the illustration.

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Poster (Optional, time permitting)

On a blank piece of paper, or the handout provided to you by your instructor, sketch a poster which conveys a key concept you have learned from the videos or the text presented in this topic.

If time permits, consider crafting a PowerPoint slide instead. Make sure you save the file with a meaningful name, or show your results to the instructor before closing down the computer.

Interpret the Graph

Graph

1. View the graph related to this topic.
2. Identify the title of the graph.
3. Identify the type of graph.
4. Identify what the X-axis conveys (if applicable).
5. Identify what the Y-axis conveys (if applicable).
6. Summarize (in words) what the graph communicates.

Title	>>
Type	>>
X-Axis	>>
Y-Axis	>>
Summary	>>

Respond to T/F statements.

- Read true-false statement on the student material.
- Circle T/F for each statement.

1	2	3	4	5
T F	T F	T F	T F	T F

6	7	8	9	10
T F	T F	T F	T F	T F

Show Your Smarts™

Answer FIVE QUESTIONS.

Follow your instructor's directions for this portion of the topic. Type your responses in the space provided. Be prepared to discuss your ideas with a shoulder-buddy, in a small group, or as a presenter in the class. Avoid using generic statements. Craft your response using concepts from this topic.

Q1. How can this information be applied to a young-person's life?

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Q2. Why might this information be important to a business person?

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Q3. What type of businesses must apply this information and why?

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Q4. As a business owner, how would you apply this information?

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Q5. How might this information make you a better employee?

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Complete the R.A.C.E.

Refer to a hypothetical business situation presented by the instructor or provided in the student material. Provide your responses here: Restate, Actions, Citations, and Example.

Rephrase/Restate. In your own words, summarize the hypothetical business situation.

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Actions/Answers. Provide your ideas to address the hypothetical business situation presented by your instructor. Give three ACTIONS you would take, based on what you've learned during this topic. Use your notes from the videos, the summarized paragraphs, or the discussion.

Action 1	>>
Action 2	>>
Action 3	>>

Citation for ...	Citation for Action 1	Citation for Action 2	Citation for Action 3
Your Citation Source	>>	>>	>>

Type out a different example of a hypothetical situation related to this topic.

Example	>>
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Finish

Consider whether you gained knowledge from your efforts in the topic. Circle "Yes" or "No."

Yes / No

If you indicated "Yes" briefly summarize what you have learned, gained, or reinforced from this topic:

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