**Note-Taking Sheet**

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| **Source** (cited properly using [www.easybib.com](http://www.easybib.com) or [www.refme.com](http://www.refme.com) ) |

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| **Notes or Quoted Passages: Section I**  You may paraphrase or copy & paste information from web sites into this section, but if you copy and paste, it must be in quotation marks and you must include the page number. Put the information from the source under the appropriate category.   * Salary * Working conditions * Typical Day * Necessary Skills and Abilities * Typical Tasks * Most Common Work Activities * Long-term outlook * Benefits * Personality Traits Needed * Possibility for Growth |

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| **Notes or Quoted Passages: Section II**  You may paraphrase or copy & paste information from web sites into this section, but if you copy and paste, it must be in quotation marks and you must include the page number. Put the information from the source under the appropriate category.   * High school courses or extracurricular activities * Degree or Certification needed (including what level of degree) * At least two Colleges/Schools that have this program * Cost of the programs (in-state or out-of-state) * Requirements for admission (GPA, SAT, etc.) * Outside of school training (internships, etc.) * Application and interview process |