

North Montco Technical Career Center

Chapter Information Guideline Worksheet

Name: _____ Session: _____ Date: _____

Chapter Name and Number: _____

Good documentation and written communication skills are crucial for success in today's technical workplace.

*In other word's, if you don't write about the task you performed,
and explain what you did to complete/accomplished the task, then you didn't do it!*

Preview/Scan/Read the chapter thoroughly, especially the Titles, Objectives, Headings, Subheadings, **bold faced** & *italicized words*, charts, graphics & other visuals. If necessary, review it again!

On a separate sheet of paper in **pencil, blue or black pen only**:

1. Create an outline of the chapter.
2. In your own words, summarize the chapter. A minimum of five (5) sentences is required.
3. Write seven (7) technical terms found in the chapter and their definitions.
4. Write five (5) complete sentences—within the technical context—using five (5) words of the 7 words you wrote that were the most difficult to understanding.
5. Write a five (5) sentence paragraph relating this chapter to a previous chapter. You must include the previous chapter name and number, **OR** a five (5) sentence paragraph relating the chapter information to a completed task or lab assignment.

Task	Demonstrates clear organization of concepts, includes supporting information 4-Points	Demonstrates some organization of concepts, includes supporting information 3-Points	Demonstrates vague organization of concepts, includes some supporting information 2-Points	Demonstrates little organization of concepts, includes small amount of supporting information 1-Point	Points
1					
2					
3					
4					
5					
6					
				Total points	