

Reporter

Name: _____

Reporter Objectives: Document the proceedings of the town hall meeting and write a comprehensive report summarizing the key points discussed. Use the back of the paper to write a summary of your notes. You will then use this sheet to create a PPT.

Speech Notes

Discussion Notes

Audience Questions Notes

Use the back of this paper to prepare your report.

Reporter

Write a report on the meeting. Include a summary of arguments and what you want your readers to know.