

Step 6: Cornell Note Summary Template

Steps for Writing a Complete Summary	
Step 1:	<u>Read the essential question/ standard/ objective</u> at the top of the Cornell notes.
Step 2:	<u>Respond/</u> to the essential question/ standard/ objective in one sentence—this is the introductory sentence to the summary. Use your own words in writing your summary.
Step 3:	<u>Review the first chunk</u> of notes on the right side.
Step 4:	<u>Reread the first question</u> written for the 1 st chunk.
Step 5:	<u>Write a one-sentence response</u> to this question incorporating content-based vocabulary.
Step 6:	<u>Repeat this process</u> until all your questions are incorporated in the summary—accounting for all the main ideas in your notes.
Step 7:	<u>Reread your summary</u> for clarity and accuracy, adding transitions, when possible.
Step 8:	<u>Review your summary</u> to study for tests/quizzes, writing essays, completing the “Cornell Note Reflection Log,” etc.

Summary Paragraph Template:

Essential question/ standard/ objective introductory sentence:

Response to the question for the 1st chunk of notes:

Response to the question for the 2nd chunk of notes:

Response to questions for all additional chunks of notes:
