

## Step 6: Cornell Note Summary Template

<b>Steps for Writing a Complete Summary</b>	
<b>Step 1:</b>	<u>Read the essential question/ standard/ objective</u> at the top of the Cornell notes.
<b>Step 2:</b>	<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.
<b>Step 3:</b>	<u>Review the first chunk</u> of notes on the right side.
<b>Step 4:</b>	<u>Reread the first question</u> written for the 1 <sup>st</sup> chunk.
<b>Step 5:</b>	<u>Write a one-sentence response</u> to this question incorporating content-based vocabulary.
<b>Step 6:</b>	<u>Repeat this process</u> until all your questions are incorporated in the summary—accounting for all the main ideas in your notes.
<b>Step 7:</b>	<u>Reread your summary</u> for clarity and accuracy, adding transitions, when possible.
<b>Step 8:</b>	<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:

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Response to the question for the 1<sup>st</sup> chunk of notes:

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Response to the question for the 2<sup>nd</sup> chunk of notes:

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Response to questions for all additional chunks of notes:

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