**Cornell Note Summary Template**

**Steps for Writing a Complete Summary**

**Step 1:** Read the essential question/ standard/ objective at the top of the Cornell notes.

**Step 2:** Respond/ 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:** Review the first chunk of notes on the right side.

**Step 4:** Reread the first question written for the 1st chunk.

**Step 5:** Write a one-sentence response to this question incorporating content-based vocabulary.

**Step 6:** Repeat this process until all your questions are incorporated in the summary—accounting for all the main ideas in

your notes.

**Step 7:** Reread your summary for clarity and accuracy, adding transitions, when possible.

**Step 8:** Review your summary 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 1st chunk of notes:

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

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Response to questions for all additional chunks of notes:

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