

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 1 st 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:

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:

TRANSITIONAL EXPRESSIONS

Listed below, you will find a few, common transitional expressions. The expressions have been categorized by possible placement in the paper. However, some fit in more than one spot. Feel free to add to the list.

FOR FIRST EXAMPLES	FOR SECOND EXAMPLES	FOR THIRD EXAMPLES
As an illustration At the start Basically Early on First First of all For example For instance From the outset/onset In the beginning In the first place Initially One reason To begin To start To illustrate	Additionally After that Afterward Again Another example Another reason Besides this Equally important Further/Furthermore In the second place Likewise Meanwhile Moreover Next/Then Second Similarly	As a final illustration At last Even more important Even though Eventually Finally In the third place Last Last but not least Most compelling Most convincing Most important Most telling Much later Third Ultimately
FOR CONCLUSIONS		
As a result of Consequently Despite For the most part For these reasons	Hence In closing In conclusion In other words In short	On the whole So Therefore This is why Throughout Thus