

# Split Screen Summary Writing Steps ☺

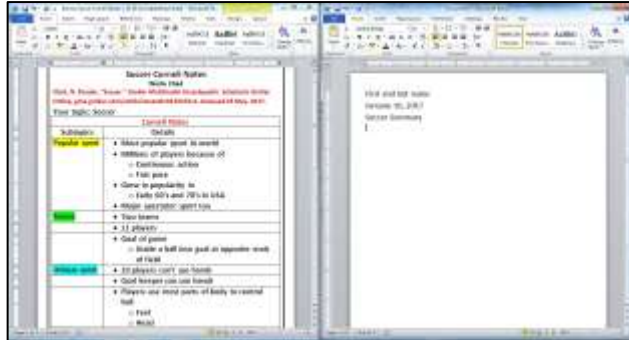
## Using Cornell Notes & SPS Book and Database Text

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### Summary Writing Steps:

1. Read SPS text to write Cornell Notes about an assigned topic.
  - You will use your Cornell Notes as the basis of your summary.
2. Press Ctrl N on the keyboard.
3. At the top of the new document type your name, date, topic, and summary.
4. Split the computer screen and place the Cornell Notes on the LEFT.
  - Place your new summary document on the RIGHT.



5. Read your Cornell Notes to compose your summary.
  - a. Write an objective summary in the third person.
  - b. Write a topic sentence to introduce the subject matter.
  - c. Use subtopics and detail fact phrases from your notes to write subsequent sentences.
  - d. Use synonyms when possible and change the order of the details/subtopics to make the work your own.
  - e. Use all of the details in your notes within your summary.
    - Use the Strikethrough feature and cross details out details as you use them.

