Split Screen Summary Writing Steps

Using Cornell Notes & SPS Book and Database Text

Document Created by Lynn Murray, TOR Library Media Specialist

January 2018

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.