

Summary Template

GENERAL TOPIC (What is the general issue? What is the general idea? What would you title this summary?)

KEY WORDS (Any words or phrases that need definition to understand)

MAIN POINTS (Most important information to understand – this is the largest part)

IMPORTANCE OR RELEVANCE (how is this information relevant to your course, or the topic you are covering in your course?)

ASSESSMENT OR ANALYSIS (does the instructor ask you to connect this to another concept or question? This is all from your own understanding)