

## 2.13: Note-Reflecting

# Cornell Note-Taking Rubric



Steps	Advanced	Satisfactory	Developing	Unsatisfactory
<b>Step 1: Create Format</b>	<ul style="list-style-type: none"> <li>All parts (name, class, topic, period, date, standard/objective, Essential Question) are properly written in the correct place.</li> </ul>	<ul style="list-style-type: none"> <li>Most parts (name, class, topic, period, date, standard/objective, Essential Question) are properly written in the correct place.</li> </ul>	<ul style="list-style-type: none"> <li>Some parts (name, class, topic, period, date, standard/objective, Essential Question) are properly written in the correct place.</li> </ul>	<ul style="list-style-type: none"> <li>Few parts (name, class, topic, period, date, standard/objective, Essential Question) are properly written in the correct place.</li> </ul>
<b>Step 2: Organize Notes</b>	<ul style="list-style-type: none"> <li>All main ideas, key words and phrases are recorded.</li> <li>Sufficient space is provided between main ideas.</li> <li>All abbreviations/symbols are used appropriately.</li> <li>Indentation is used consistently to show the relationship between ideas.</li> <li>Many bullets are used to create lists to organize notes.</li> <li>Effective use of paraphrasing is evident.</li> </ul>	<ul style="list-style-type: none"> <li>Most main ideas, key words and phrases are recorded.</li> <li>Some space is provided between main ideas.</li> <li>Many abbreviations/symbols are used appropriately.</li> <li>Some indentation is used to show the relationship between ideas.</li> <li>Some bullets are used to create lists to organize notes.</li> <li>Some paraphrasing is evident.</li> </ul>	<ul style="list-style-type: none"> <li>Some main ideas, key words and phrases are recorded.</li> <li>Inadequate space is provided between main ideas.</li> <li>Some abbreviations/symbols are used.</li> <li>Limited indentation is used to show the relationship between ideas.</li> <li>Few bullets are used to create lists to organize notes.</li> <li>Limited paraphrasing is used.</li> </ul>	<ul style="list-style-type: none"> <li>Few main ideas, key words and phrases are recorded.</li> <li>There is no space between ideas.</li> <li>Few or no abbreviation symbols are used.</li> <li>No indentation is used to show relationship between ideas.</li> <li>No bullets are used—complete sentences are recorded.</li> <li>Paraphrasing is not used—notes are copied word for word.</li> </ul>
<b>Step 3: Revise Notes</b>	<ul style="list-style-type: none"> <li>All notes are numbered to indicate a new concept, main idea or topic.</li> <li>All vocabulary/key terms are circled.</li> <li>All main ideas are underlined in pencil/highlighted.</li> <li>All missing/paraphrased information is added in red.</li> <li>All unimportant information is deleted by drawing a line through it.</li> </ul>	<ul style="list-style-type: none"> <li>Some notes are numbered to indicate a new concept, main idea or topic.</li> <li>Some vocabulary/key terms are circled.</li> <li>Some main ideas are underlined in pencil/highlighted.</li> <li>Some missing/paraphrased information is added in red.</li> <li>Most unimportant information is deleted by drawing a line through it.</li> </ul>	<ul style="list-style-type: none"> <li>Few notes are numbered to indicate a new concept, main idea or topic.</li> <li>Few vocabulary/key terms are circled.</li> <li>Few main ideas are underlined in pencil/highlighted.</li> <li>Limited missing/paraphrased information is added in red.</li> <li>Some unimportant information or important information is deleted by drawing a line through it.</li> </ul>	<ul style="list-style-type: none"> <li>No notes are numbered to indicate a new concept, main idea or topic.</li> <li>No vocabulary/key terms are circled.</li> <li>No main ideas are underlined in pencil/highlighted.</li> <li>No missing/paraphrased information is added in red.</li> <li>No unimportant information or important information is deleted by drawing a line through it.</li> </ul>
<b>Step 4: Note Key Ideas</b>	<ul style="list-style-type: none"> <li>All questions on left are developed to reflect main ideas in notes.</li> <li>Most questions are higher-level (Bloom's Levels 3–6 or Costa's Levels 2 and 3).</li> </ul>	<ul style="list-style-type: none"> <li>Most questions on left are developed to reflect main ideas in notes.</li> <li>Some questions are higher-level (Bloom's Levels 3–6 or Costa's Levels 2 and 3).</li> </ul>	<ul style="list-style-type: none"> <li>Some questions on left are developed to reflect main ideas in notes.</li> <li>Few questions are higher-level (Bloom's Levels 3–6 or Costa's Levels 2 and 3).</li> </ul>	<ul style="list-style-type: none"> <li>Few/no questions on left are developed to reflect main ideas in notes.</li> <li>No questions are higher-level (Bloom's Levels 3–6 or Costa's Levels 2 and 3).</li> </ul>
<b>Step 5: Exchange Ideas</b>	<ul style="list-style-type: none"> <li>Evidence that all gaps in notes have been filled through peer or teacher discussion, tutorials or book, using a different color pen to indicate additions</li> </ul>	<ul style="list-style-type: none"> <li>Evidence that all gaps in notes have been filled through peer or teacher discussion, tutorials or book</li> </ul>	<ul style="list-style-type: none"> <li>Evidence that some information has been added from peer or teacher discussion, tutorials or book</li> </ul>	<ul style="list-style-type: none"> <li>No evidence that supplemental information has been added to the notes</li> </ul>
<b>Step 6: Link Learning</b>	<ul style="list-style-type: none"> <li>Synthesized summary reflects the questions/notes.</li> <li>Summary addresses all aspects of the Essential Question based on the standard/objective of the lesson.</li> </ul>	<ul style="list-style-type: none"> <li>Summary reflects most questions/notes.</li> <li>Summary addresses most aspects of the Essential Question based on the standard/objective of the lesson.</li> </ul>	<ul style="list-style-type: none"> <li>Summary reflects some questions/notes.</li> <li>Summary addresses some aspects of the Essential Question based on the standard/objective of the lesson.</li> </ul>	<ul style="list-style-type: none"> <li>Summary does not reflect the questions/notes.</li> <li>Summary does not reflect the Essential Question of the lesson.</li> </ul>
<b>Step 7: Learning Tool</b>	<ul style="list-style-type: none"> <li>Detailed information to be used on test, essay, tutorial, etc., is clearly noted/identified with an asterisk.</li> </ul>	<ul style="list-style-type: none"> <li>Information to be used on test, essay, tutorial, etc., is clearly noted/identified with an asterisk.</li> </ul>	<ul style="list-style-type: none"> <li>Some information to be used on test, essay, tutorial, etc., is clearly noted/identified with an asterisk.</li> </ul>	<ul style="list-style-type: none"> <li>No information to be used on test, essay, tutorial, etc., is noted.</li> </ul>