

### Cornell Note-Taking Checklist

Name: \_\_\_\_\_ Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Directions: Use a ✓ in the appropriate column.

STEP	Indicators	Complete/ Thorough (2 Points)	Inconsistent/ Incomplete (1 point)	No evidence (0 points)
Step 1: Create Format	<ul style="list-style-type: none"> <li>• Heading (name, date, class/period)</li> <li>• Topic and essential question</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Step 2: Organize Notes	<ul style="list-style-type: none"> <li>• Space is used to show new topics (skip lines)</li> <li>• Abbreviations/symbols used frequently</li> <li>• Bullets/numbers used to create lists and organize notes</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Step 3: Revise Notes	<ul style="list-style-type: none"> <li>• Vocabulary/key terms are circled</li> <li>• Main ideas are underlined or highlighted</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Step 4: Note Key Ideas (Q's!)	<ul style="list-style-type: none"> <li>• Questions on left are developed to reflect main ideas on right</li> <li>• Questions are mostly higher-level</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Step 6: Link Learning (Summary)	<ul style="list-style-type: none"> <li>• Summary is present and is thorough (more than just a few sentences)</li> <li>• Summary answers the essential question and higher-level questions on the left side of the notes</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Total				

Yes	____x 2 points	=
Inconsistent/ Incomplete	____x1 point	=
No	____x 0 points	=
Total		/22

#### Grading Scale

A 20-22	B 18-19	C 17	D 16	F 15 - 0	Your Grade  _____ Total Grade
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