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| **Criteria** for Cornell Notes | | | | | |
|  | **Poor** **1 pts** | **Minimal** **2 pts** | **Proficient** **3 pts** | **Advanced** **4 pts** |  |
| **Page Layout/Mechanics** | Poor  Missing three or more parts (Name, date, topic, class, page number). Did not follow Cornell format (Heading, Summary, Notes, Review). | Minimal  Missing two parts (Name, date, topic, class, page number). Did follow Cornell format (Heading, Summary, Notes, Review). | Proficient  All but one area out of place (Name, date, topic, class, page number) followed Cornell format (Heading, Summary, Notes, Review). | Advanced  All parts are in place (Name, date, topic, class, page number) and followed Cornell format (Heading, Summary, Notes, Review). |  |
| **Legibility** | Poor  Cannot read notes. | Minimal  Some parts are readable, but some sections are hard to read. | Proficient  Readable but could be neater. | Advanced  Notes are readable and neat |  |
| **Notes/Body** | Poor  Notes are not accurate No paraphrasing  No use of abbreviations No revisions made No spacing present | Minimal  Some inaccuracies present Some paraphrasing present Some abbreviations used Few revisions made Spacing inconsistent | Proficient  Notes are accurate Paraphrasing used but not always Abbreviations are used  Revisions are made and additions present Spacing used properly | Advanced  Notes are accurate and paraphrased Main ideas captured Abbreviations are used Notes are edited Spacing is consistent |  |
| **Key Points/Vocabulary/Questions** | Poor  No key points or vocabulary present No questions present | Minimal  Some key points or some vocabulary present  only one key question written or did not reflect notes or lesson | Proficient  Key points and some vocabulary present. Two questions present but not critical in analysis or depth of understanding. | Advanced  Key points and vocabulary present. Two or more questions present demonstrating critical analysis and understanding.  Questions are answered in notes |  |
| **Summary** | Poor  No summary present | Minimal  Summary simply restates notes without connect ideas or concepts | Proficient Most of the main idea is summarized.  Some connections are made to other ideas or concepts | Advanced Summary reflects main ideas and makes connection to other ideas and concepts. |  |

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