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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 accurateNo paraphrasing No use of abbreviationsNo revisions madeNo spacing present  | Minimal Some inaccuracies presentSome paraphrasing presentSome abbreviations usedFew revisions madeSpacing inconsistent  | Proficient Notes are accurateParaphrasing used but not alwaysAbbreviations are used Revisions are made and additions presentSpacing used properly  | Advanced Notes are accurate and paraphrasedMain ideas capturedAbbreviations are usedNotes are editedSpacing is consistent  |  |
| **Key Points/Vocabulary/Questions**  | Poor No key points or vocabulary presentNo 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  | ProficientMost of the main idea is summarized. Some connections are made to other ideas or concepts  | AdvancedSummary reflects main ideas and makes connection to other ideas and concepts.  |  |

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