

Note-Taking Checklist

Name of Note-taker: _____ Evaluator: _____

*Circle grade: + √+ √ √- -

- | | | |
|---|---------------|----------|
| 1. Name: | 1. Yes _____ | No _____ |
| 2. Class: | 2. Yes _____ | No _____ |
| 3. Period: | 3. Yes _____ | No _____ |
| 4. Topic: | 4. Yes _____ | No _____ |
| 5. Date: | 5. Yes _____ | No _____ |
| 6. Written in ink: | 6. Yes _____ | No _____ |
| 7. Handwriting is legible: | 7. Yes _____ | No _____ |
| 8. Sufficient space between main ideas: | 8. Yes _____ | No _____ |
| 9. Cornell style notepaper: | 9. Yes _____ | No _____ |
| 10. Indentation to show the relationship between ideas: | 10. Yes _____ | No _____ |
| 11. Abbreviations or symbols used when possible: | 11. Yes _____ | No _____ |
| 12. Recall/question margin has sufficient questions or clues to recall all the information to the right: | 12. Yes _____ | No _____ |
| 13. Notes on the right side are edited so the main ideas stand out by highlighting, lettering or numbering: | 13. Yes _____ | No _____ |
| 14. Summary/reflection is completed on each page: | 14. Yes _____ | No _____ |

Notes for evaluator:

- ❖ Underline words that could have been easily abbreviated
- ❖ Circle words that could have been omitted

Comments and suggestions (continue on reverse):

* (14 Yes = +) (12 - 13 Yes = √+) (10 - 11 = √) (8 - 9 = √-) (7 = -)
(Adapted from Kate Kinsella, San Francisco State University, 3/98)