



## Step 8: Cornell Note-Taking Checklist

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

### Step 8: Use *Written* feedback provided by peer, tutor, or teacher to improve the quality of notes, questions, and summaries

**Directions:** Use a  $\checkmark$  mark in the appropriate column based on the Cornell Notes collected.

STEP	Indicators	Yes (2 pts. each)	Inconsistent/ Incomplete (1 pt. each)	No (0 pt. each)
<b>Step 1: Create Format</b>	<ul style="list-style-type: none"> <li>• Heading in ink: (Name/ Class/ Topic/ Period/ Date)</li> <li>• Standard/ Objective/ Essential Question recorded</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<b>Step 2: Organize Notes</b>	<ul style="list-style-type: none"> <li>• Only main ideas, key words, and phrases recorded</li> <li>• Sufficient space/indentation is used to show relationships between main ideas</li> <li>• Abbreviations/ symbols used appropriately</li> <li>• Bullets are used to create lists and organize notes</li> <li>• Paraphrasing of notes is evident</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"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Step 3: Revise Notes/  Step 5: Exchange Ideas</b>	<ul style="list-style-type: none"> <li>• Notes are numbered to indicate a new concept, main idea, or topic</li> <li>• Vocabulary/ key terms are circled and main ideas are highlighted or underlined in pencil</li> <li>• Missing/paraphrased information is added in red</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"/>
<b>Step 4: Note Key Idea</b>	<ul style="list-style-type: none"> <li>• Questions on left are developed to reflect main ideas in notes on the right side</li> <li>• Questions on left are mostly higher-level (Bloom's Levels 3-6 or Costa's Levels 2 and 3)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<b>Step 6: Link Learning</b>	<ul style="list-style-type: none"> <li>• Summary reflects the questions/ notes</li> <li>• Summary addresses all aspects of the essential question and is based on the standard/objective of the lesson</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<b>Step 7: Learning Tool</b>	<ul style="list-style-type: none"> <li>• Information to be used on a test, essay, for tutorial, etc., is noted using an asterisk</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total:</b>				

Yes	_____ x 2 points	=
Inconsistent/ Incomplete	_____ x 1 point	=
No	_____ x 0 points	=
Total		

**Grading Scale:** Count the number of checkmarks in the “yes” and “inconsistent/incomplete” column to calculate grade.

					<b>Your Grade</b>	
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>		
30-27	26-24	23-21	20-18	17-0		
					Total	Grade