RUBRIC FOR NOTETAKING

	Outstanding	Good	Satisfactory	Not Yet Acceptable
Highlighting	Key words and phrases of significant ideas are highlighted.	Words and phrases of significant ideas are highlighted.	Words and phrases of important ideas are highlighted. (I.e. Too much information.)	Entire sentences are highlighted or important ideas are not highlighted.
Notes	Key ideas are paraphrased and sequenced either chronologically or logically.	Key ideas are paraphrased.	Important ideas are copied.	Unimportant details are copied.
Main Question	A key question is formed from the information in the key ideas.	An important question is formed.	A question is formed that can be answered by the information.	A question is formed that cannot be answered by the information.
Evidence for Answer	Evidence that answers the question is listed in chronological or logical order.	Evidence is listed that answers the question.	Evidence is listed that answers the question.	The evidence does not answer the question.
Illustrations	Simple coloured illustrations support the key ideas and evidence.	Coloured illustrations support the evidence and ideas.	Black and white illustrations support the evidence.	Illustrations do not clearly support the evidence.
Connection	A paragraph of 5-7 sentences clearly explains a significant connection to history or present-day life.	A paragraph of 5-7 sentences clearly explains a connection to the student's personal life.	A paragraph of 4-5 sentences explains a connection to the student's personal life or a movie.	A set of sentences explains a connection to the student's personal life or a movie.
Conventions	There are very few spelling, grammar, punctuation mistakes, and word spacing is accurate. Includes a cover page with name, number and date.	There are some errors in spelling, grammar, punctuation and word spacing, but it is still easy to understand. Includes a cover page with name, number and date.	There are numerous errors in spelling, grammar, punctuation and word spacing but it still is possible to understand. Name and date is on the front of the assignment.	There are numerous errors in spelling, grammar, punctuation and word spacing, and it is often difficult to understand. Name is on the assignment.

Date: _____   Name of note-taker: _____

Examined by (student) _____   Overall, these notes are _____.

Examined by (teacher) _____   Overall, these notes are _____.