Fitzgerald /10 Name –

Grading Sheet for Notes

**Reflect Main Ideas and Developing Details of assigned reading using short phrases and key words**

* Have you have you accurately identified **the main ideas** on each topic?
* Do you **have details that develop those main ideas**?
* Do your notes really **reflect the amount of information available** in the reading?
* Have you used **short words and phrases?**

**Well organized to aid study -** Have you used the **three-column note-taking system** being taught? – Cornell Notes

* + Have you indicated the following:
    - **The Unit**
    - **The Topic of the Notes**
  + Do your notes have **three columns**: column for questions, for paragraph main idea and details, for additions and corrections**?**
  + Have you written the **questions** asked during the discussion **in the first column?**
    - You can later cover your notes and use the heading and questions to quiz yourself.
  + Do you have a **main ideas** **and details in** **the middle column**?
    - Have you written any headings in the middle column? Ty underlining them.
    - Have you written the main ideas along the left edge of the column?
    - Do you have details **clearly indented** below the main idea they develop?
      * **At least five spaces**? Thumb?
    - Have you used **bullets**?
      * Have you made sure to **not write underneath your bullets** so each idea stands out?
  + Have you skipped a line between main ideas?

|  |  |  |
| --- | --- | --- |
| Question?  Question? | Heading   * Paragraph Main Idea   + Detail     - Sub detail   + Detail * Paragraph Main Idea   + Detail happy birthday to you, happy birthday   + Detail blah blah blah blah blah blah blah |  |

* Did you make any **additions and corrections in the third column**?
  + Did you **add the additions and corrections in red pen**?
* Are your notes **neat**? When studying from notes, neatness helps us see the notes in our mind's eye.

**Accurate**

* Did you **add** to your notes any ideas that were missing?
* Did you **correct** any ideas that were inaccurate?
* You can add and correct **in** **class**, but can also do this **by using a copy of the instructor’s notes**.
* Did you pay attention to the spelling and capitalization of new social studies words you are learning? You do not want to learn them incorrectly.

**Complete**

* Have you done the notes for the **whole reading** assigned? If you skip sections or stop before the end, you would have a hole or break in your understanding.
  + You should not be adding whole sections using the teacher’s notes when in class.
  + If you are absent, listen in class and finish you note that night, then use a copy of the teachers notes to check yours later.

**Timely – prepared when assigned so ready for class activities and discussion that will build on the base provided by the notes**

* Did you have your notes ready so you could participate a discussion of the material?

This allows you to

* + **learn more from class with some prior knowledge.**
  + **participate in the discussion** testing your current level of understanding.
  + **ask questions** that occurred to you when reading.
  + **notice the things you did not catch on your own from the reading**
  + **add to and correct** your notes.