

## 2.4: Cornell Note Activities

## Tutor/Student Handout 2.4.6



## Cornell Note-Taking Checklist

Name of Note-taker: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Use a  $\checkmark$  mark in the YES/NO column.

- |    |  |            |
|----|--|------------|
| 1  | Name:  | o Yes o No |
| 2  | Class:   | o Yes o No |
| 3  | Period:  | o Yes o No |
| 4  | Topic:   | o Yes o No |
| 5  | Date:  | o Yes o No |
| 6  | Written in ink:  | o Yes o No |
| 7  | Handwriting is legible:  | o Yes o No |
| 8  | Sufficient space between main ideas:   | o Yes o No |
| 9  | Cornell style notepaper:   | o Yes o No |
| 10 | Indentation to show the relationship between ideas:  | o Yes o No |
| 11 | Abbreviations or symbols used when possible:   | o Yes o No |
| 12 | Student records only main ideas, key words, and phrases:   | o Yes o No |
| 13 | Recall/question column (on left) has sufficient questions or clues to recall all information on the right: | o Yes o No |
| 14 | Highlighting, lettering, or numbering have been used to make many ideas stand out:                         | o Yes o No |
| 15 | Summary is completed for each page of notes:   | o Yes o No |

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

+ A 15–13	$\checkmark$ + B 12–10	$\checkmark$ C 9–7	$\checkmark$ - D 6–4	- F 3–0	<i>Your Grade</i>	
					_____	_____
					Yes Total	Grade

Adapted from Kate Kinsella, San Francisco University 3/98